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	<b>Title:</b>	Website Users Privacy Notice
	<b>Other Relevant Policies:</b> Data Protection Policy (GDPR); Internet Use Policy; Social Media Policy; Email Policy	

## Website Privacy Statement

### Key details

ategi are committed to protecting and respecting your privacy. Under the General Data Protection Regulations (GDPR) we have a legal duty to protect any personal information we collect from you. This privacy policy describes how and why ategi Ltd processes the information you give us when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy statement.

This privacy statement is updated from time to time. The latest version is published on this page.

This website privacy statement was updated on 27<sup>th</sup> December 2018.

If you have any questions about this policy, please email [info@ategi.co.uk](mailto:info@ategi.co.uk) or write to:

**Flynn House  
Cardiff Road  
Rhydyfelin  
Pontypridd  
CF37 5HP**

### Your rights

Under GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you. These are;

- a right of access to a copy of the information comprised in their personal data;

- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

## **What is personal information?**

Personal information is any information that can be used to identify or contact you, such as your name, phone number, email address and IP address – in technical terms, it's "information about any identified or identifiable living person".

## **What information do we collect?**

We gather and use certain information about you in order to provide our services and to enable certain functions on this website.

Your IP address is used to gather broad demographic information.

Our site's contact form requires you to give us contact information (you're your name and email address). We use customer contact information from the contact form to send you information about our company.

We may collect the following information:

- Name
- Contact information including email address
- Website usage data
- Other information relevant to enquiries

## **How we use this data**

We do not use personal information for direct marketing (promoting or selling services etc.) or share information with anyone else who will use it for direct marketing, unless you have specifically consented to this.

Collecting this information helps us understand what you are looking for from ategi, enabling us to deliver improved services.

Specifically, we may use your information:

- For our own internal records.
- To improve the services we provide.

- To contact you in response to a specific enquiry.
- To customise the website for you.
- To send you promotional emails about services and other things we think might be relevant to you.

We sometimes use other organisations to process personal data/information on our behalf. Where we do this, those companies are required to follow the same rules and information security requirements as us, and are not permitted to reuse the information for other purposes.

We only share personal information with other organisations where it is lawful to do so; if you have given your specific consent or if we have a legitimate interest to do so.

## **Controlling information about you**

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

## **Security**

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

Please be aware that email and other electronic communications are not secure if they are not encrypted, and that your communications may pass through servers in a number of country jurisdictions before they reach us.

We cannot accept responsibility for any unauthorised access or loss of personal data that stems from a cause beyond our control, and we cannot be held responsible for the actions or omissions of third parties who may misuse your personal data if it is unlawfully collected from this site.

## **How long will we keep your data?**

We will hold your personal information until you ask us to remove it or for as long as we are required to by law or by regulatory authorities.

In the event that we no longer require this information, we will delete any and all personal information and will not pass it on or sell it to third parties.

## **Cookies and how we use them**

### **How we use cookies**

We use cookies on our website for a variety of reasons. The cookies we use do not store personally identifiable information nor can they harm your computer. We want our website to be informative, personal, and as user friendly as possible and cookies help us to achieve that.

By using our website, you agree to the use of cookies and other technologies as set out in this policy. If you do not agree to such use, please refrain from using the website.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

### **What is a cookie?**

A cookie is a small file and holds a certain amount of data, which our website can send to your browser. It may then be stored on your computer's hard drive and can be accessed by our web server. This cookie data can then be retrieved and can allow us to customise our web pages and services accordingly. It's important to clarify that cookies do not collect any personal data stored on your hard drive or computer.

To find out more about cookies, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Controlling cookies**

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies. However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

### **Links from our site**

Our website may contain links to other websites.

Please note that we have no control of websites outside the ategi.org domain.

If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

### **Social Media third party cookies:**

To enrich our website content, sometimes we may embed content from other social media websites such as YouTube, Vimeo, Twitter or Facebook.

As a result, when you visit a page with content embedded, you may be presented with cookies from these websites.

ategi has no control or liability over these cookies set, so you should check the relevant third party's cookie policy for more information.