

## byte4 Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

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### **What data do we collect?**

byte4 collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

### **How do we collect your data?**

You directly provide byte4 with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Complete our contact form.

## How will we use your data?

byte4 collects your data so that we can:

- Process your order/enquiry and manage your account.
- Email you with special offers on other products and services we think you might like.

When byte4 processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

## How do we store your data?

byte4 securely stores your data at [enter the location and describe security precautions taken].

byte4 will keep your [enter type of data] for [enter time period]. Once this time period has expired, we will delete your data by [enter how you delete users' data].

## Marketing

byte4 would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop byte4 from contacting you for marketing or data purposes.

If you no longer wish to be contacted for marketing purposes, please email us: [hello@byte4.co.uk](mailto:hello@byte4.co.uk).

## What are your data protection rights?

byte4 would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request byte4 for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that byte4 correct any information you believe is inaccurate. You also have the right to request byte4 to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that byte4 erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that byte4 restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to byte4's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that byte4 transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [hello@byte4.co.uk](mailto:hello@byte4.co.uk)

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

byte4 uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

## **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** – byte4 uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – byte4 uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. byte4 sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

The byte4 website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

byte4 keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 January 2019.

## **How to contact us**

If you have any questions about byte4's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [hello@byte4.co.uk](mailto:hello@byte4.co.uk)