



## **Privacy Statement**

Sylatech Limited take Data Protection and Privacy very seriously and we have comprehensive policies and procedures in place to ensure all information is safe and secure and we promise to look after your data as if it was our own.

The information that we keep is used exclusively for Sylatech Limited business purposes only and will not be passed onto a third party unless you have specifically requested we do so, any such requests will be processed under our strict "*Subject Access Request Procedure*"

The information that we hold has either been given to us directly by you or is available within the public domain.

We will only hold data for as long as is legally required or where there is a legitimate business need to do so, whichever is longer. Everyone has the right to find out what data we hold and/or request that their data is removed from our secure company system, all requests will be fulfilled unless there is a legal enforcement preventing us from doing so.

If we have your data because you are a past, present or potential customer then we may send you key information, offers and updates via email if you have provided us with an email address, these will be tailored to the general area of business we have previously traded in together or you have requested/expressed an interest in. If you receive this and do not wish to in future please use the options at the end of the email to manage your preferences accordingly.

If you contact us through the "Contact Us" or "Download" functions on our website, we ask you for information such as your name, e-mail address, and other information, so we can respond to your questions and comments. You may choose to provide additional information as well. The "Live Chat" function on our website is anonymous unless you choose to give your details.

We may use cookies, web beacons/pixel tags, log files, and other technologies to collect certain information about visitors to our website, use of our online services, and interactions with our emails and online advertisements. For example, through these means, we may collect your browser type and operating system, viewed webpages, links that are clicked, IP address, emails we send that you open, forward, or click through to our website.

You can set your Internet browser settings to stop accepting new cookies, to receive notice when you receive a new cookie, to disable existing cookies, and to omit images (which will disable pixel tags). Note that the opt-out will apply only to the browser that you are using when you elect to opt out of advertising cookies. Without cookies or pixel tags though, you may not be able to take full advantage of all our website features.

If you have any questions or would like more information about GDPR or our policies and procedures then please contact us via our website or on either +44 (0)1751 432355 or [info@sylatech.com](mailto:info@sylatech.com)