

## **Matmos Privacy Policy:**

Matmos Computer Systems Ltd are committed to safeguarding the privacy of our Customers and our website visitors; this policy sets out how we will treat your personal information and has been updated to comply with the European Union General Data Protection Regulation [GDPR] - the Data Protection Act [DPA 2018].

### **Information we collect via the Internet:**

We may collect, store and use the following kinds of personal data:

1. Information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views.
2. Information that you provide to us for the purpose of registering with us (including your name, email address, telephone number, postal address, and company details).
3. Information relating to any transactions carried out between you and us on or in relation to this website including information relating to any purchases / transactions you make.
4. Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
5. Any other information that you choose to send to us.

### **Site Visits:**

Site Visits Whenever you request a page through your browser, data such as; your IP address browser and version operating system date and time and the site from which you came are stored in a log file and/or database. This information cannot be used to identify specific individuals, and is only used for; Web site and system administration research and development anonymous user analysis.

### **Cookies:**

We use cookies on our website. A cookie is a text file sent by a web server to a web browser and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may send you cookies that may be stored on / by your browser on your computer's hard drive. We may use the information we obtain from the cookies in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you. Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block All Cookies' using the sliding selector.) This will, however, have a negative impact upon the usability of many websites, including this one.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Googles privacy policy is available at <http://www.google.com/privacypolicy.html>.

On 27th May 2011, the EC introduced a directive called Privacy and Electronic Communications Regulation 2011 which requires the owners of websites to get specific approval from the visitor if cookies are deployed.

You can easily restrict or block the cookies used by this website through your browser settings. The Help function within your browser will provide detailed instruction of how to change these settings.

You might also want to visit [www.aboutcookies.org](http://www.aboutcookies.org) which provides instructions on how to block cookies on all the major browsers. This site also explains how you can delete cookies that have already been stored on your computer as well as general information about cookies.

You should be aware though that most cookies are harmless and restricting them may impact on the functionality of the websites you visit.

### **Using your personal data:**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

1. Send you general (non-marketing) commercial communications.
2. Send you email notifications that you have specifically requested.
3. Send to you our newsletter and other marketing communications (relating to our business which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology.
4. Provide third parties with statistical information about our users – but this information will not be used to identify any individual user.
5. Deal with enquiries and complaints made by or about you relating to the website.

### **Other disclosures:**

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

1. To the extent which we are required to do so by law.
2. In connection with any legal proceedings or prospective legal proceedings.
3. In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).
4. To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

### **International data transfers:**

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Union, information that you provide may be transferred to countries that do not have data protection laws equivalent to those in force in the European Union. You expressly agree to such transfers.

### **Security of your personal data:**

We will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. Customer Data collected at our premises or supplied by email, post or telephone is stored in a secure database and used only for Accounting purposes. We do not share this data with any other body beyond of our statutory and legal requirements.

### **Policy amendments:**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

### **Your rights:**

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of an administration fee and the information will only be supplied in electronic format [CSV] direct to the Data Subject after verification of identity. You may instruct us not to process your personal data for marketing purposes by email to [admin@matmos.co.uk](mailto:admin@matmos.co.uk) at any time.

### **Third party websites:**

The website may contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

### **Updating information:**

You may submit a Subject Access Request [SAR] to verify the information we hold on you. Please let us know if the personal information that we hold about you needs to be corrected or updated. If you wish to unsubscribe from our mailing lists or customer database, please use the form on our web site to let us know. Be advised also that statutory information cannot be removed to comply with the requirements of regulatory bodies and institutions.

### **Contact:**

If you have any questions about this Privacy Policy or our treatment of your personal data, please use our [Contact Us](#) Form or write to us.

