

# **Privacy Policy**

Infinity Computing (Saddleworth) Ltd ("Infinity Computing", "we", "us", "our") is committed to protecting your privacy when you visit our site or communicate with us. This privacy policy sets out how use and protect any information that you provide to us. Any data we collect will only be used in accordance with this policy.

We will update this policy from time to time so please check regularly to ensure that you are aware of any changes. This policy is effective from 30<sup>th</sup> April 2018.

#### 1. What we collect

We may collect the following information:

- 1.1 Name and Position
- 1.2 Organisation Name, Address and Postcode
- 1.3 Contact Details such as Telephone Number and/or Email Address
- 1.4 Billing and Payment Details

## 2. What we do with the information we gather

We require this information to understand your needs, respond to your enquiry and provide you with a better service. It is used for:

- 2.1 Internal record keeping so we can get in touch with you
- 2.2 Improving our products and services
- 2.3 Processing orders and taking payment. No payment details are stored once payment has been taken.
- 2.4 Sending occasional promotional emails about new products, special offers or other information which we think may be relevant and useful to you. We will only send promotional emails if you have consented to us doing so. You can opt-out from these emails at any time by letting us know.

We will never pass on or sell your personal information to any third party unless it is required for us to do so in order to meet the needs of your purchase.

# 3. Security

We are fully committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place a suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

#### 4. Cookies

A cookie is a small text file which asks permission to be placed on your computer. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes.



Cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies however this can usually be declined if you prefer. Please refer to your browsers help for further information. By disabling cookies this may prevent you from taking full advantage of the website.

### 5. Links to other websites

Our website includes links to third party websites which are not included in our privacy policy. We therefore cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites. We recommend you refer to the privacy policy of the third party website you are visiting.

# 6. Remote access to provide support to you

LogMeIn is a third party software provider used by Infinity Computing to provide remote support to our customers. We give no warranty in respect to LogMeIn and are not liable for any error or malfunction that LogMeIn may have or cause on a customer's computer.

Remote access can only be granted when a customer clicks on the Remote Assistance link on our website and grants permission for an Infinity Computing representative to provide remote assistance and access your computer.

The customer must remain in telephone contact with the Infinity Computing representative and remain at your computer for the duration of the remote session to observe the work we undertake to support you.

The customer can terminate the remote session at any time.

## 7. Contacting us

If you have any questions or would like further information about this policy please email info@infinitycomputing.co.uk.

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