

PRIVACY POLICY

[Applied IT Savings](#) Limited is committed to ensure that your privacy is protected. Should you be asked for provide certain information by which you can be identified when using this website, or any of those listed on our 'Contact Us' page, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are applying with any changes.

Please read the following privacy policy to understand how we use and protect the information that you provide to us. By registering or placing an order or sending a text message in conjunction with the use of this site, you consent to the collection, use and transfer, of the information you have provided under the terms of this policy.

WHAT WE COLLECT

When you visit, register or send a text message or order products or services on our web sites you may be asked to provide certain information about yourself including your name, contact details and credit or debit card information. We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mails or letters you send to us, and the mobile number you use when sending text messages connected with the operation of the site.

USE OF YOUR INFORMATION

The information that you may provide will assist us in understanding your needs and provide you with a better service. Your information will enable us to provide you with access to all parts of the site and to assist with internal record keeping and supply the goods or services you have requested. We will also use and analyse the information we collect so that we can administer, support, improve and develop our Websites.

Where applicable, it will also enable us or our trading partner to bill you or your company and to contact you where necessary concerning your orders or instructions.

Except when the site is operated on behalf of our trading partner, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the site or our services. Further, we may periodically send promotional emails or text messages about new products or services, special offers or other relevant information which we think you may find interesting, by using the email address or mobile number that you have provided. From time to time, we may also use the information to contact you for market research purposes.

We may contact you by email, phone, fax or mail. We may also use the information to customise the website according to your interests. If at any point you change your mind about being contacted in the future, please let us know.

DISCLOSURE OF YOUR INFORMATION

The information you provide to us will be held on our computers in the UK and may be accessed by or given to our staff working outside the UK and third parties including companies within the group and outside the European Economic Area who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, process credit card payments and provide support services on our behalf.

Where you have consented when providing us with your details, we may also allow carefully selected third parties, including other companies in our group, to contact you occasionally about products and services which may be of interest to you including specify products/services which may be the subject of direct marketing. They may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted by these companies in the future, please let us know.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure that your information is used by third parties in accordance with this policy. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

COOKIES

A cookie is a small bit of code which asks permission to be placed on your computer's hard drive. 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 and then the data is removed from the system. Overall, 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, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

SECURITY AND DATA RETENTION

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

ACCESSING AND UPDATING

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We

are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CONTACT

All comments, queries and requests relating to our use of your information are welcomed and should be sent to info@applied-it-savings.com.

This Privacy Policy applies to the web sites operated on behalf of our trading partners and to those used to promote our own services as listed on the 'Contact Us' page of [Applied IT Savings](#) and to all sub-domains connected with them.

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