

## Positiv-IT Ltd's Privacy Policy

Positiv-IT Ltd's Privacy Policy sets out the ways that Positiv-IT Ltd processes personal data. This Privacy Policy only relates to personal data collected by Positiv-IT Ltd via the Positiv-IT Ltd websites. This Privacy Policy does not apply to personal data provided to Positiv-IT Ltd by any other means. Any personal data collected by Positiv-IT Ltd is used in accordance with data protection legislation.

The Positiv-IT Ltd websites comply with the principles of the

### [Data Protection Act 1998](#)

If you have any questions about security please contact Positiv-IT Ltd on **0870 8034922** or by e-mail [customer@positiv-it.co.uk](mailto:customer@positiv-it.co.uk).

Positiv-IT Ltd will use the information you submit on this website together with other information for processing your request for a product or service, administration and marketing purposes. We may keep your information for a reasonable period to contact you about our services. We also use cookies, which is software that profiles your use of this website.

### What we collect and why

During the course of any visit to Positiv-IT Ltd web pages, something called a 'cookie' will be downloaded to your computer. This is common place today, as it helps to track your activity on [our website](#). For example: the time spent viewing a page, common paths taken by visitors through the site, and other general information. This information assists us in improving the site, enabling a better customer experience for you.

### Personal Information

Positiv-IT Ltd will only use your information for the purposes stated and for which you have given us your consent.

Positiv-IT Ltd have legal obligations towards you in the way we deal with the data you have supplied.

We must collect the information fairly, in that, we must declare how we will use it and tell you if we want to pass the information on to anyone else. In general, any information you provide to Positiv-IT Ltd will only be used within Positiv-IT Ltd for marketing purposes and customer administration. It will never be supplied to anyone outside the company without first obtaining your consent, unless we are obliged by law to disclose it.

### Confidentiality and Security

Positiv-IT Ltd holds your personal data in accordance with the security provisions of the Data Protection legislation. The nature of our business does not require secure transmission methods since we don't deal with sensitive personal data (e.g. financial transactions) on our website. We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss

We use secure partners to process payment details online, this is a standard practice as online security is a specialist area and so we use specialists to protect your data and identity.

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

We ensure that your personal data will not be disclosed to state institutions and authorities except if required by law or other regulation.

### **Access to the Personal Data We May Hold About You**

You have the right to request a copy of the personal information that Positiv-IT Ltd holds about you and to have any inaccuracies corrected.

Please address requests to the **Information Control, Positiv-IT Ltd, 81 Fairwater Grove East, Llandaff, Cardiff, CF5 2JT.**

We will provide you with a readable copy of the personal data which we keep about you, within 2 weeks – although we may before require proof of your identity. We will provide the information without any charge.

We allow you to challenge the data that we hold about you and, where appropriate, you may have the data:

- erased
- rectified or amended
- completed

### **Privacy of Minor (Children's) Information**

Where our business is directed at other business and private users above the age of 18, should a minor submit their details to us, and we can identify this is the case, the data will be deleted immediately, however should we communicate with said individual on a commercial level we would take reasonable steps to correctly identify the age and remedy the situation upon identification of such a situation.

### **6. Cookie?**

For more information about cookies you can visit: [www.allaboutcookies.org](http://www.allaboutcookies.org). Positiv-IT Ltd is not responsible for the content of external websites.