

Privacy Statement

Any questions relating to our Privacy Policy or use of the Xeretec Office Systems Ltd. website should be addressed to webmaster@xeretec.co.uk, or you can contact us on +44 0 118 977 0123.

Xeretec Office Systems Ltd, referred to in this policy as "Xeretec", "we", "us" or "our", is pleased to provide information to all of our website visitors, partners and clients about our online privacy policy. If you have any questions, please contact us.

1. Our commitment to privacy

Xeretec is committed to protecting the privacy of our website visitors. We strive to provide a safe, secure user experience. This Privacy Policy explains how we will use any personal data which you provide through this website. This Privacy Policy applies solely to the information we collect on this website and does not apply to information we collect in any other fashion. Links to this notice are visible on our homepage and at every point where personal information may be requested.

Xeretec will never sell your personal information.

2. Links to other websites

Xeretec complies with data protection legislation, which regulates the processing of information relating to you and grants you various rights in respect of your personal data. Our website contains links to other websites over which we have no control. Xeretec is not responsible for the privacy policies or practices of other websites to which you choose to link from this website. We encourage you to review the privacy policies of those other websites so you can understand how they collect, use and share your information.

3. Types of information we collect and how it is used

Personal information is not captured or stored through general access to our website. We only gather personal information, such as first and last names, address, email address and contact numbers, when voluntarily submitted by you. For example, personal information may be collected from you when you request information or contact via a form on this website. During this process only the Internet Protocol (IP) address of each visitor is automatically recognised by the web server and logged. Xeretec does not collect credit/debit card Information.

When you provide your name and email address in a contact form on this website you are automatically agreeing for us to contact you via email, to inform you of website updates and other information such as Xeretec news and events which may be of interest to you, unless you contact us to opt out of this service.

From time to time, we make our customer e-mail list available to other Xeretec companies whose products or services we think you might find interesting and to answer enquiries. If you do not want us to share your e-mail address with other Xeretec companies, please contact us.

If you supply us with your postal address on-line you may receive periodic mailings from Xeretec with information on new products and services or upcoming events. If you do not wish to receive such mailings, please contact us.



4. **Our commitment to data security**

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, Xeretec has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online.

5. **Sharing of personal information**

We may share personal information with other Xeretec companies, together with their respective franchisees and certain selected companies. Those selected companies are either our partners who perform a function such as prize-provision within our promotions and offers, or are agencies and suppliers whom we have retained to assist us to more effectively manage and conduct promotions and offers, provide technical assistance and support and perform other functions to support our marketing activities. All selected companies may have access to personal information if needed to perform such functions, but will only be permitted by us to use personal information to perform that function (which may include one to which you have expressly given your consent) and not for any other purpose.

We may disclose your personal information if legally required to do so by a governmental entity or regulatory authority, or if we believe in good faith that such action is necessary to: (a) conform to legal requirements or comply with legal process; (b) protect the rights or property of Xeretec or other Xeretec companies; (c) prevent a crime or protect national security; or (d) protect the personal safety of website users or the public.

6. **Cookies**

Cookies are small pieces of information that are stored by your browser on your hard drive. In cases where we collect cookies they will not contain any personally identifiable information, but they will enable us to track the pages you visit on the website. Cookies may also enable you to enter sections of the website without having to supply certain information each time. Most Web browsers automatically accept cookies, but you can usually change your browser to prevent this. A cookie cannot read data from your hard drive.

7. **Other uses of information**

Xeretec may also share aggregated anonymous information about visitors to its website with its clients, partners and other third parties so that they may understand the kinds of visitors to the Xeretec website and how those visitors use the website.

8. **Our commitment to children's privacy**

The Xeretec website is not intended for children under 18 years of age, and no part of our website is structured to attract anyone under that age. We do not knowingly collect or maintain personal information from children under 18.

9. **How to correct or delete your personal information**

If you wish to correct or delete your personal details at any time, please contact us. An email will be sent to you to confirm that your information has been deleted.

If you opted to receive newsletters, commercial emails or other communications from Xeretec or other Xeretec companies, but subsequently change your mind, you should contact us to opt-out. If you previously opted not to receive such communications, you may later opt-in using the contact form.

10. **How to contact us**

Should you have other questions or concerns about this Privacy Policy, please use the contact form or telephone 0800 074 8136.

