

## **Privacy**

We have procedures in place for the protection of personal information and comply in full with relevant data protection legislation.

Our website does not collect personal data about you unless you contact us to enquire about our services. Our website uses cookies and may collect computer identification data (this does not include any personal information) and their use is clarified in the cookies section.

## **Personal Information**

We do not actively collect or process any personal information other than the details of our employees. To ensure our employees are aware of how we protect and manage their personal data we have also prepared an **Employee Data Protection Policy** which details what data we hold and how it is managed.

If you enquire about our goods / services or have done business with us in the past, we may hold some personal information about you such as telephone number or email and we will only use this information for the purpose it was collected. We will never sell or share your data with 3<sup>rd</sup> parties.

## **Data Retention**

We will only hold personal data for as long as we need to, and we have systems in place for management and retention of data.

## **Data Subject Access**

Please contact us if you wish to know whether we hold any personal data about you, if you wish the data we hold about you to be updated or if you would like us to erase your data.

## **Cookies**

A cookie is a little text file composed of alphanumeric characters, which is created on your computer when your browser accesses a website that uses cookies. These cookies are used to help your browser navigate our website and fully use all its features like logins, preferences, among other common features. When someone visits our website, we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the website. We collect this information in a way which does not identify anyone.

## Third Parties

We use a statistical analytics package to help analyse use of our website. This analytical tool uses cookies, which are text files placed on your computer, to collect standard internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website (including your IP address) is transmitted to Google. This information is then used to evaluate visitors' use of the website and to compile statistical reports on website activity. To find out more about cookies, including how to control and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org), or to opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

This policy is reviewed on an ongoing basis and formally reviewed at our annual management review. The latest version will always be available on our website. Any questions about your personal data or this policy should be directed to the **Data Protection Officer** at [info@iprocess.xyz](mailto:info@iprocess.xyz).

Company directors are responsible for implementing this policy.

**Name:** Matthew Brannan

**Position:** Director

**Date:** 01/02/25

**Signature:** 