

## **Summary**

Our privacy policy is written to enable you to understand what data we collect from you and why, what is done with it and how we keep it safe. If you have any questions about how we handle your data you can contact us at any time. Our contact email address is info@kerdos-international.com.

## **Data Collection**

We collect and store the data you voluntarily provide to us when using our website or by communicating with us through other channels.

This is personal data which is likely to include your name, email address, company name, company address and phone number. We maintain the confidentiality of your personal data at all times.

We also collect anonymous data. This data includes usage details such as frequency, duration and patterns of use. It also includes details relating to you as a visitor such as your Internet Protocol (IP) address, browser type and browser language.

Anonymous data is collected in part through the use of cookies which are small text files sent from our web server to your browser.

## **Data Use**

The purpose for collecting your data is for:

- responding to your requests
- arranging and administering services which you have applied for
- for our internal reviews and reporting
- statistical analysis

It is also used for analysing visitor and user behaviour so that we can continually improve the service we provide to you and offer you the best user experience possible.

Our services are to provide tailored New Business Development solutions, under 'Our Services'

## **Communications**

We use the email address you provide to us to send you information about our products and services unless you ask us not to. You can do this at any time by contacting us using the email address info@kerdos-international.com.

## **Sharing your data with 3rd parties.**

We will never sell your data to anyone. For the sole purpose of providing our Services to you, we may need to share your personal data with our affiliates, service providers or business partners, for example, for data storage or for database management.

We ensure that our affiliates, service providers and business partners comply with our privacy policy and uphold appropriately high levels of security and confidentiality when dealing with your data.

For any other purpose, we share your data with third parties only where we have your express consent to do so. In a limited number of cases we may be obliged to disclose your personal data by law or where there is a change in ownership. To provide our Services to you, we may require the use of third-party services outside of the EU. Where this is the case we ensure safeguards are in place that keep your data secure.

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In accordance with current legislation we implement appropriate technical and organisational measures to ensure the safety of your personal data. We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personal data.

We collect only the minimum amount of personal data which is necessary to provide the Services you have requested from us.

We store your data in accordance with our data retention policy and for no longer than necessary.

Whilst we are unreservedly committed to maintaining the confidentiality and integrity of your data, we cannot guarantee that your data will be secure from intrusions and unauthorised release to third parties.

We are registered with the ICO.

## **Contact us**

You have the right to request a copy of any information we are currently holding about you (an access request). You can make an access request by contacting us at [info@kerdos-international.com](mailto:info@kerdos-international.com).

If you would like to remove or update your data, or if you would like to make a complaint, you can do this by contacting us at [info@kerdos-international.com](mailto:info@kerdos-international.com). Our full address and contact details are:

Kerdos International Ltd Basepoint Centre  
Hants Farm Way Havant Po9 1hs

Our privacy policy is regularly reviewed and updated where necessary. We will notify you of any substantial changes by announcement on our website.