

Privacy Policy

1. What Information Do We Collect?

- 1.1 We may collect, store and use the following kinds of personal data:
 - 1.1.1 Information about your visits to and use of this website;
 - 1.1.2 Information that you provide to us for the purpose of registering with us; and
 - 1.1.3 Information that you provide to us for the purpose of us providing you with a personalised quote for the services you have stated.

2. Information about Website Visits

- 2.1 We may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability, and for marketing purposes.

3. Using Your Personal Data

- 3.1 Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.
- 3.2 In addition to the uses identified elsewhere in this privacy policy, we may use your personal information to:
 - 3.2.1 Improve your browsing experience by personalising the website;
 - 3.2.2 Send information (other than marketing communications) to you which we think may be of interest to you by post or by email or similar technology;
 - 3.2.3 Send to you marketing communications relating to our business [or the businesses of carefully-selected third parties] which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology. You can inform us at any time if you no longer require marketing communications to be sent by emailing us at privacy AT soho-it-solutions DOT co DOT uk.

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- 3.3 We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

4. Other Disclosures

- 4.1 In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:
- 4.1.1 To the extent that we are required to do so by law;
 - 4.1.2 In connection with any legal proceedings or prospective legal proceedings;
 - 4.1.3 In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
 - 4.1.4 To the purchaser or seller (or prospective purchaser or seller) of any business or asset which we are (or are contemplating) selling or purchasing.
- 4.2 Except as provided in this privacy policy, we will not provide your information to third parties.

5. Security of Your Personal Data

- 5.1 We will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

6. Policy Amendments

- 6.1 We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.
- 6.2 We may also notify you of changes to our privacy policy by email.

7. Your Rights

- 7.1 You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee currently fixed at £7.50.

- 7.2 You may instruct us not to process your personal data for marketing purposes. In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes. You can also instruct us not to use your personal data for marketing purposes by emailing us at [privacy AT soho-it-solutions DOT co DOT uk](mailto:privacy@soho-it-solutions.co.uk).

8. Third Party Websites

- 8.1 The website contains links to other websites. We are not responsible for the privacy policies of third party websites.

9. Contact

- 9.1 If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to [privacy AT soho-it-solutions DOT co DOT uk](mailto:privacy@soho-it-solutions.co.uk) or by post to SOHO IT Solutions, 154 Jedburgh Drive, Darlington, Co Durham, DL3 9UW