**Website privacy policy template**

This privacy policy sets out how DEOS Group.co.uk Limited (DEOS) uses and protects any information that you give to us when you use this website.

DEOS is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Deos may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 09/05/18.

**What we collect**

We may collect the following information if you share it with us:

* name and job title
* contact information including email address
* demographic information such as postcode, preferences and interests
* other information relevant to customer surveys and/or offers

**What we do with your data**

We require this information to understand your needs, provide you with a better service and, where appropriate, quote you for a requested solution. We may also use this information for

* Internal record keeping.
* We may use the information to improve our products and services.
* We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
* From time to time, we may also use your information to contact you with your permission for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures and policies that all staff are aware of, to safeguard and secure the information we collect online.

**How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and regularly improve and tailor our website in order to meet customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to external websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and those sites are not governed by this privacy statement which relates only to our website. You should exercise caution and look at the privacy statement applicable to each individual website that you visit.

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

* If you are asked to fill in a form on the website, look for the box that you can select to indicate that you do not want the information to be used by anybody for direct marketing purposes
* if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@deosgroup.co.uk

We will not sell, distribute, rent, share or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under GDPR. A small fee may be payable. If you would like a copy of the information held on you please write to us at:

1 Greatbridge Road

Romsey Industrial Estate

ROMSEY

Hants

SO51 0HR.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.