

# Privacy Policy

The following privacy policy explains how we use and protect any information given to us by customers. The policy applies when you register your details with the company and when you visit our website, even if no product is purchased.

We are committed to ensuring that our customers privacy is protected. Any information provided to us by which you can be identified will only be used in accordance with this privacy statement. Under no circumstances will we sell, rent or trade personal data with other companies or businesses for marketing purposes. We will only disclose information if we are required by law to do so.

In addition to the information that you supply to us, data may be automatically collected through the use of cookies. Please refer to our Cookie policy for more information.

This policy may be changed from time to time and this page should be referred to for any amendments.

If you have any data processing queries or requests, please email us.

## Privacy Policy

### information we collect

We may store information provided to us through the use of our website, including name, contact details or payment details.

### How we use this information

We require this information to fulfil orders and provide you with a better service. We may also use this data for communication and marketing purposes.

### Accessing & Amending your data

If you would like to request access to any data we hold, you can issue a data access request by emailing [sales@sapphireresearch.com](mailto:sales@sapphireresearch.com)

You can review, change or delete any of the personal information we hold, you may also change basic information related to your use of our online site. We endeavour to keep your personal information up to date. If the personal information we hold about you is incorrect or out of date, you can also update this by sending an email to the above address.

### Your right to restrict processing

- You have the right to data portability for the information you provide. You can request to obtain a copy of your personal data in a commonly used electronic format so that you can manage and move it.
- You have the right to object to our use of your personal information, or to ask us to delete or remove it if there is no legitimate reason for us to keep it.
- You have an absolute right to object to any processing (including profiling) undertaken for the purposes of marketing.

- If you object to the use of Cookies, you can disable these using your internet browser settings.

### **Data Security**

As required by the UK data protection acts 1984 & 1998, we follow protocols to ensure your personal information remains confidential and secure, and to prevent unauthorised access.

- All personal information collected as part of our contract with you, including payment details is held on a secure server and will not be used in any way other than to fulfil the contract without your express permission.
- We do not currently take credit card information through our website.
- Mailing list information will not be passed on to any other third party.