

## **DATA PRIVACY POLICY**

At Barcoding Solutions Limited (“We”) take your privacy seriously. Any information you provide will be used solely for the purposes of dealing with your request/query and will not be passed to a third party under any circumstances. By filling in your contact details we assume you would like us to contact you. Your information will be held for a maximum of 6 months during which time we may follow up on your initial enquiry. Barcoding Solutions Limited fully complies with the EU General Data Protection Regulations effective 25th May 2018.

This policy (together with our terms of use, a copy of which can be viewed on our website), and any other documents referred to in it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

### **1 Information we may collect from you**

1.1 We may collect and process the following data about you:

1.1.1 Information that you provide by filling in forms on our site

<https://barcodingsolutions.org.uk> (our site). This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services. We may also ask you for information when you enter a competition or promotion and when you report a problem with our site.

1.1.2 If you contact us, we may keep a record of that correspondence.

1.1.3 We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

1.1.4 Details of transactions you carry out through our site and of the fulfilment of your orders.

1.1.5 Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

### **2 IP Addresses**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users’ browsing actions and patterns, and does not identify any individual.

### **3 Where we store your personal data**

We will only store your data in secure encrypted format on UK based servers.

### **4 Use Made of the Information**

4.1 We use information held about you in the following ways:

4.1.1 To ensure that content from our site is presented in the most effective manner for you and for your computer;

4.1.2 To provide you with information, products or services that you request from us or which we feel may interest you, where you have initiated contact for such purposes;

4.1.3 To carry out our obligations arising from any contracts entered into between you and us;

4.1.4 To allow you to participate in interactive features of our service, when you choose to do so; or

4.1.5 To notify you about changes to our service.

4.2 If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you.

4.3 If you are a new customer, we will contact you by electronic means only if you have requested us to do so.

4.4 If you do not want us to use your data in the manner described in conditions above, please let us know by emailing us at [web@barcodingsolutions.org.uk](mailto:web@barcodingsolutions.org.uk).

### **5 Your rights**

5.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes. You can exercise the right at any time by contacting us at [web@barcodingsolutions.org.uk](mailto:web@barcodingsolutions.org.uk).

5.2 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **6 Access to Information**

The new GDPR regulations give you the right to access information held about you. Your right

of access can be exercised in accordance with these regulations and we commit to provide this information to you within 30 days. Please contact us at [web@barcodingsolutions.org.uk](mailto:web@barcodingsolutions.org.uk)

## **7 Changes to our Privacy Policy**

Any changes we may make to our privacy policy in the future will be posted on this page.

## **8 Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [web@barcodingsolutions.org.uk](mailto:web@barcodingsolutions.org.uk).