Privacy Policy

[company name]

We respect your privacy

[Name of company] regards customer privacy as an important part of our relationship with customers. If you have questions or concerns regarding this statement, you should first contact the team at [company email address].  
  
[Name of company] handles all personal data in accordance with applicable personal data laws. When a customer purchases [name of company]’s services or when a user completes an online form for subscriptions or for free download of material that we share on [name of company] website, such customer or user consents to the processing of their personal data by [name of company] in accordance with the purpose for which the data was provided.

We lawfully collect personal information that is necessary for our business to function and may include:

* Name, company, address and contact details.
* Data from customer surveys, subscriptions or newsletters.
* Data from [name of company] social media and other digital platforms.

**How we use your information**  
  
We use the information we collect for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Statement. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use your personal information:

* To maintain your relationship as a customer of [name of company]
* For recruitment of personnel
* To provide the products and services you have requested from [name of company]
* To administer and manage those products and services
* To answer your inquiry
* For marketing of products and services you have shown interest in and only with your explicit prior consent, such as (but not limited to) various articles and newsletters which will be sent to you for marketing purposes.

**Agents and third party software**  
  
[Name of company] may use from time to time agents, social media and/or other cloud based software to market and/or manage our business, who may collect your details on our behalf. You may also refer to their relevant privacy policies for more information.

**Personal data**

You may at any time decline any further marketing communications. You may also at any time ask to be removed from our mailing list.   
  
Customers have the following rights in respect of their personal data:

* Access to personal information and request a copy of such information, subject to law.
* Request correction and updating of personal data.
* Demand the deletion of personal data, subject to law.
* Withdraw a consent to process personal data, subject to law.

We reserve the right to reject any requests in respect of processing personal data which are of a harassing or repetitive nature, which require disproportionate technical measures, which impact the protection of other customers’ personal data, or where it would be disproportionately resource-demanding or highly complicated to accommodate the request.

We protect personal data from unauthorised disclosure. Only [name of company] persons/employees who require access to the personal data in connection with their job function have access to this data. In some cases, [name of company] may be required by law or by the order of a public authority to transfer personal data.

**Cookies**

[Name of company] uses cookies. Cookies are used for personal settings, website functionality and targeted marketing. In your browser you can delete cookies, or set the browser to request your permission to accept cookies.

**Changes to this Privacy Policy**  
  
It may be necessary for us to review and revise our Privacy Policy from time to time. An amended version will be posted on our website: at [company website].  
  
**Contact Us**  
  
If you would like any further information, or have any queries in relation to this Privacy Policy or our information handling practices in general, please contact us at [company email address].