

## 1 Definitions

**We** means any representative of Frost IT and associated businesses

**You** means any user of the website

## 2 General

We are committed to protecting your privacy. This Privacy Policy explains what information we collect about users of our website ([www.frostit.co.uk](http://www.frostit.co.uk)) and how we use it. Your use of this website constitutes acceptance by you of this Privacy Policy.

## 3 Information we collect

We collect, or may collect, the following from our website:

- Details that you provide when you use our 'Contact Us' form.
- Information that we learn about you from your use of our website.

## 4 What we do with the information we collect

We may monitor your use of our website to identify customer preferences and to monitor the volume of traffic on particular pages.

### 4.1 Marketing

We may use your information to notify you about changes to our website. We may occasionally send you offers or information, which we think you may be interested in. We may also contact you by email.

If at any time you decide you no longer want to be contacted by us or to receive offers and information from us, please send an email to let us know, to [webmaster@frostit.co.uk](mailto:webmaster@frostit.co.uk).

### 4.2 Disclosure of your information

We will not forward the information collected about you to any third parties unless required by law to do so. However, we reserve the right to change this position at any time. We will not disclose any information we have already collected about you without your consent other than where required to do so by law. At all times, we will control and be responsible for the use of your information.

We will not sell, trade or rent information about you to others.

### 4.3 Transferring information overseas

We will not transfer your information outside the European Economic Area.

## 5 Cookies

Cookies are small pieces of information that are stored on your computer's hard drive by your browser. They are small pieces of text, which work like an identification card, are uniquely yours, and can only be read by the server that gave them to you. Cookies cannot be used to deliver computer viruses.

Cookies are in use on this website, but are not used to store or collect any personal information.

Most browsers allow you to turn off the cookie function. If you want to know how to do this, use the help menu on your browser.

**Please note** that if you turn off the cookie function, you will be unable to use our Contact Form, as we use cookies to help us avoid “spam” emails.

If you prefer to have cookies turned off on your browser, please communicate by email to <mailto:david@frostit.co.uk>.

## **6 Security**

We comply fully with the Data Protection Act 1998 and are registered with the Information Commissioner

## **7 Data access rights**

You have the right to request a copy of the personal data that we hold about you. To request a copy of your personal data, please send an email to [webmaster@frostit.co.uk](mailto:webmaster@frostit.co.uk).

We may charge a small fee for providing this data.

## **8 Changes to Privacy Policy**

Data protection best practice is constantly evolving. We therefore reserve the right to revise this Policy at any time. If this Policy changes in any way, an updated version will appear on this page. Regularly reviewing this page ensures you are always aware of what information we collect and how we use it.

## **9 Consent**

By using this website you consent to the collection and use of your personal information in the manner set out above.