

At Saunders Digital Solutions ("we", "us", "our"), we are committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect the personal information of our clients and website visitors.

### **Information We Collect**

- 1. Personal Information:
  - Contact Information: Name, email address, phone number, postal address.
  - Professional Information: Job title, company name, and industry.
  - Account Information: Username and password for any accounts you may create with us.
- 2. Technical Information:
- Device Information: IP address, browser type, operating system, and device type.

- Usage Data: Information on how you interact with our website and services, including pages viewed and links clicked.

3. Cookies and Tracking Technologies:

- Cookies: Small data files placed on your device to enhance your experience on our website.

- Web Beacons: Electronic images that help deliver cookies and measure the effectiveness of our site.

#### How We Use Your Information

We use the information we collect for the following purposes:

1. Service Delivery: To provide and improve our digital marketing and personal assistant services.

2. Communication: To communicate with you regarding your account, transactions, or enquiries.

3. Marketing: To send promotional materials, newsletters, and other information that you have opted to receive.

4. Personalisation: To personalise your experience on our website and tailor our services to your needs.

5. Analytics: To analyse how our services are used and improve our offerings.

### **Data Sharing and Disclosure**

We do not sell, trade, or otherwise transfer your personal information to outside parties except in the following circumstances:



1. Service Providers: We may share your information with third-party service providers who assist us in operating our business and delivering our services.

2. Legal Requirements: We may disclose your information if required to do so by law or in response to valid requests by public authorities.

3. Business Transfers: In the event of a merger, acquisition, or sale of all or a portion of our assets, your personal information may be transferred as part of that transaction.

### **Data Protection and Security**

We implement appropriate technical and organisational measures to safeguard your personal data against unauthorised access, alteration, disclosure, or destruction. These measures include encryption, access controls, and secure data storage.

### **Your Rights**

You have the following rights regarding your personal information:

1. Access: The right to request access to the personal information we hold about you.

2. Correction: The right to request correction of inaccurate or incomplete personal information.

3. Deletion: The right to request deletion of your personal information under certain circumstances.

4. Objection: The right to object to the processing of your personal information where we are relying on a legitimate interest.

5. Data Portability: The right to request the transfer of your personal information to another party.

To exercise these rights, please contact us at <u>info@saundersdigitalservices.com</u>.

### **Data Retention**

We retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to comply with legal, accounting, or reporting requirements.

# **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We will notify you of any significant changes by posting the new policy on our website and updating the effective date.

# **Contact Us**



If you have any questions about this Privacy Policy or our data practices, please contact us at:

Saunders Digital Solutions

- Email: info@saundersdigitalsolutions.com
- Address: Peterborough, Cambridgeshire, UK