



*This privacy policy states how Savantech Limited (Savantech) uses and protects the information that you provide when using our website and our services. Please take some time to review this Privacy Policy, which has been updated in accordance with the new General Data Protection Regulation (known as GDPR). Savantech is committed to ensuring that your privacy is protected. Any personal information that you provide when using our website will only be used in accordance with this privacy policy*

## What personal information do we collect?

Savantech collects data in order to operate effectively and provide you with information about our products and services. You provide some of this data directly, such as when you complete the contact form on this website; when you request a quotation; when you contact us by telephone; when you request information at an exhibition or event; and when you subscribe to our emails.

The data we collect about you depends on the context of your interactions with GSS, and the choices you make. The data we collect can include the following: first and last/family name; email address; company; country; telephone number; postal address; and sometimes other similar contact data.

We also collect other information you provide to us, and the content of emails, voice messages, phone conversations, and other communications you provide. For example, this includes things such as feedback on our products and services; technical questions you ask us; and information you provide for support purposes.

You have choices about the data we collect. When asked to provide personal data, you may decline; however, if you choose not to provide data that is necessary to provide a

product or service, you may not be able to use that product or service.

## How do we use the information we collect about you?

We collect information about you to understand your requirements, and provide the relevant services and support.

We may store your information on 3rd party software platforms such as (but not limited to), Sugar, QuickBooks, Q-Pulse, SharePoint, Outlook; as well as content management systems such as (but not limited to) WordPress.

We will never sell or provide your personal information to any third party, other than as set out in this Privacy Policy. However, we reserve the right to access and disclose personal information to comply with applicable laws and lawful government requests; requests by the police investigating suspected illegal activities; to enforce our website terms and conditions; and to operate our systems properly, administer the website, or to protect ourselves or other website users.

## Marketing communications

Periodically we would like to send you information. For example, this may be related to product updates, applications, or technical resources. If you have consented to receive marketing emails, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please click the 'unsubscribe' link at the bottom of the marketing email you receive. Alternatively, please contact us in writing to make this request via [talktous@savantech.co.uk](mailto:talktous@savantech.co.uk), or write to us at Savantech Limited, Geddes House, Kirkton North, Livingston, West Lothian EH54 6GU.

## How to access your personal information

You have the right to request a copy of the information we hold about you. If you would like a copy of your personal information, or if you wish to amend or delete certain personal data collected by GSS, please contact us via [talktous@savantech.co.uk](mailto:talktous@savantech.co.uk), or write to us at Savantech Limited, Geddes House, Kirkton North, Livingston, West Lothian EH54 6GU. We will respond to request within one month.

## Security

We are committed to ensuring that your information is secure. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do

our best to protect your information, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Links to other websites

Our website may contain links to other related websites. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and review the privacy policy applicable to the website you are visiting.

## Changes to this Privacy Policy

This Privacy Policy may be updated periodically and without prior notice to you in line with our processes. We will indicate at the top of this statement when it was most recently updated. We recommend that you visit our Privacy Policy page whenever you visit our website so that you are aware of any changes. Questions and support If you have any questions regarding this privacy policy, please contact us via [talktous@savantech.co.uk](mailto:talktous@savantech.co.uk), or write to us at Savantech Limited, Geddes House, Kirkton North, Livingston, West Lothian EH54 6GU.



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