

## Privacy Policy

### 1. Introduction

This privacy notice aims to give you information on how we collect and process your personal data through your use of this website.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the information set out below.

Email: [hello@science-tech.co.uk](mailto:hello@science-tech.co.uk)

### 2. What data may we collect?

We do not explicitly collect any personal data on our website. However, when you submit an enquiry through our "Contacting Us" page, we may collect the following information to respond to your query:

- Name
- Business Name
- Post Code
- Email
- Phone Number
- Other information relevant to general enquiries (e.g. your query for contacting us)

This information will only be used to address your enquiry and will be handled in accordance with our privacy practices.

### 3. What do we use your personal data for?

The above data may be used to contact you in a response to a general query.

### 4. How is your personal data collected?

We collect data from and about you through the following methods:

- **Direct interactions.** You may provide us with your identity and contact details by filling in the 'Contact Us' form or by sending us an email.
- **Call recording.** We may record telephone calls you make to us and may record calls initiated by us. We process these calls for the legitimate interest of:
  - Training Purposes.
  - Proof of information and advice supplied to and from you.

### 5. How long do we store data for?

Your data will only be kept for as long as necessary to fulfil the purposes we collected it for. All data is stored in line with our retention periods.

## 6. What are the legal grounds for our processing of your personal data?

The legal grounds for processing your personal data are for our legitimate interests to fulfil enquiries you make on our website.

## 7. When do we share your personal data with other organisations?

Your personal data is only used for internal purposes and is not shared with any other third party.

## 8. Is your personal data transferred outside the UK or the EEA?

Your personal data is not transferred outside the UK.

## 9. Cookies

Our website does not use cookies.

## 10. Security

We will always hold your data securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We work with all personal data in line with current Data Protection Regulations.

## 11. Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You have the right to:

- Request access to your personal data (commonly known as a “data subject access request”).
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- Request erasure of your personal data.
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms.
- Request restriction of processing of your personal data.
- Request the transfer of your personal data to you or to a third party. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data.

Please contact us if you wish to exercise any of these rights.