

# ProScan Document Imaging Ltd

## Privacy Policy

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Last updated: 20/12/2023

This privacy policy sets out how ProScan Document Imaging (ProScan) uses and protects any information that you give to us either in person, on the telephone or when using our website.

ProScan is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy.

ProScan operates <http://www.proscan-imaging.co.uk> (the "Site"). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing the services detailed on the site. By using the Site, you agree to the collection and use of information in accordance with this policy.

### **Information Collection, Use and Retention**

If you make an enquiry, request a quotation or engage our services, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name, telephone number and email address. It is our policy to retain such information for a period of 3 years from the date of the last enquiry or engagement of our services.

### **Log Data**

Like many site operators, we collect information that your browser sends whenever you visit our Site

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this.

### **Communications**

We may use your Personal Information to contact you with quotations and information about our services. You may withdraw your consent to this at any time by emailing us at [mail@pro-scan.net](mailto:mail@pro-scan.net) and requesting that your details be removed from our systems.

## **Cookies**

Cookies are files with a small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. We utilise Secure Socket Layer (SSL) technology for establishing an encrypted link between our website server and your browser providing you with a far more secure experience and protection from outside sources.

## **Changes To This Privacy Policy**

This Privacy Policy is effective as of 20/12/2023 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## **Contact Us**

If you have any questions about this Privacy Policy, please contact us.