

## **Privacy**

This website provides information about Oyster Marketing & Communication Ltd's general business, software, products, or services. If you have any questions about our collection of your data, please contact us.

### **Introduction**

All personal information that we may use will be collected, processed and held in accordance with the provisions of EU Regulation 2016/679 General Data Protection Regulation ("GDPR") and your rights under the GDPR. All Personal Data collected through the website application will be treated as strictly confidential and will only be used as set out in this Privacy Notice.

For complete details of our collection, processing, storage, and retention of personal data including, but not limited to, the purpose(s) for which personal data is used, please contact us.

If you don't agree with the way we may use your Personal Data, please do not provide your Personal Data through this website.

### **Your control over your information**

You have the choice as to whether or not you provide Personal Data to us and you can withdraw your consent to our use of this information at any time and opt out of any future contact with us. If you wish to withdraw consent, please contact us at any time. You can also update or change any data we have about you or ask us to delete it.

### **Data we will hold about you.**

If you choose to contact us via this website we will ask for your name, telephone number, email address and reason for contacting us. By submitting your information to us by email, use of the Oyster web site or otherwise, you consent to the use of that information as set out in this policy. We may from time to time modify the terms of this policy and any changes will be posted on this page.

### **How we use your information**

Any information collected about you, through the use of this website or from personal contact such as the exchange of business cards or face to face meetings, including personal information, will be used to respond to the reason you contacted us.

We will use your information to respond to your request, to maintain up to date contact lists and retain a record of any communications you have with us. Unless you ask us not to, we may contact you in the future to tell you about news, new products or services. For questions or complaints about communications from us (including, but not limited to marketing emails), please contact us.

We will use your information for legitimate business purposes, ensuring we are able to maintain relationships with existing clients, manage client engagements and to promote services and products.

We will not share your information with any third party without your consent, unless it is needed for technical maintenance purposes. In these instances, any third parties will only have access to information to the extent required to secure the technical handling of the Website or databases in compliance with applicable law, data protection, privacy and security.

We will only disclose your personal information to third parties in order to comply with any legal obligation or as required by law, or to protect our rights, property and safety and those of our clients, such as to prevent fraud, or illegal activity.

### **Cookies and tracking**

You can accept or decline cookies. We use cookies to aid the user experience and help you get the full advantage of the website. This website uses Google Analytics to help us understand which pages you find most useful, via the use of cookies, which are a small file placed on your computer. The information gathered by the cookies is anonymous and will only be used by us to analyse how visitors use our site.

### **Data Security**

We exercise all reasonable skill and care to ensure that our site is secure and free from viruses and other malware. You are responsible for protecting your hardware, software, data and other material from viruses, malware, and other internet security risks. We take all reasonable precautions to protect any of your personal information from loss, misuse, alteration or destruction and comply with the Data Protection Act. As the transmission of over the internet may not be adequately secured by the sender, you are sending us your information at your own risk. If you think the Website or your Personal Data is not secure, please contact us immediately.

You have the right to lodge a complaint under the GDPR. The information commissioner can provide further information about your rights and obligations. Please visit <https://ico.org.uk> for further information.