



# Sengenian Limited's Privacy and Cookie Policy

Sengenian Limited understands that your privacy is important to you and that you care about how your personal information is used and shared. We respect and value your privacy and will only collect and use personal information in the ways described in this privacy policy, and in a manner that is consistent with our obligations and your rights under the law.

In this policy, "Sengenian", "our" and "we" means Sengenian Limited. Any reference to "you" or "your" refers to anyone whose personal information we process.

## Types of Information that we collect from you and how it will be used

**Personal data:** This is information, or any combination of separate pieces of information, that could be used to identify you.

Please read this Privacy Policy carefully. If you have any questions about this notice or our use of your personal data, please contact Sengenian's Data Protection Officer by email to [dpo@sengenian.com](mailto:dpo@sengenian.com) or in writing to Sengenian Ltd, c/o 63 University Road, Belfast, BT7 1NN, N. Ireland.

When you visit Sengenian's website, you may be asked to voluntarily provide certain information about yourself, including your name and contact details. We may also collect information about you from e-mails, letters or business cards you provide to us. We may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to our website or our services. Further, where you have consented, we might also use your information to let you know about other products and services which we offer which may be of interest to you and we may contact you by post or telephone, as well as by e-mail. Your information will only be used for the purpose for which it was originally collected and which you have consented to. If you change your mind about being contacted in the future, please let us know, either by availing of the "unsubscribe" option in our marketing-related correspondence or by contacting us.

We use cookies and other technologies to collect information when you visit our website. Details of how we use cookies are provided in the section of this privacy policy entitled 'Our Use of Cookies'.

## Who we share your information with

We may share your information with relevant third-party business partners.

Where we engage third party service providers to provide products or other business services and operations, we provide them with only the personal information they need to perform the service we request.



## Information about our products and services

We may use your personal data to contact you by post, email, telephone or other electronic means to provide you with information about products and services from Sengenian and carefully selected third parties which we feel may be of interest or relevant to your needs.

Please refer to 'Your Statutory Rights' below for information about how you can exercise your rights.

## How long we keep your information for

We will keep your information for as long as is reasonably necessary for the purposes set out in this privacy policy, and to fulfil our legal and regulatory obligations.

## How and when we communicate with you

We will send you service related communications. We may also contact you in order to provide you with information about our products and services which we believe may be of interest to you, and which relate to your needs.

For service related communications, we will contact you either by email or telephone.

**By email** - we only send you promotional emails if you explicitly select to receive these (you opt in). You can stop receiving promotional email messages by contacting our office at [sales@sengenian.com](mailto:sales@sengenian.com).

**Telephone** - we will only contact you by phone if you explicitly consent.

## Your statutory rights

You have a number of rights concerning the personal information we use. These include the right to:

- ask us for access to a copy of your personal information we hold about you
- ask us to correct your personal information
- ask us to delete your personal information
- withdraw your consent to use your personal information
- ask us to restrict the use of your personal data, including direct marketing
- object to our use of your personal data
- lodge a complaint with the Information Commissioner's Office, if you object to the way we use your personal information. For more information please go to [www.ico.org.uk](http://www.ico.org.uk)

If you wish to exercise any of your above rights, please contact our Data Protection Officer at [dpo@sengenian.com](mailto:dpo@sengenian.com) or contact our office Sengenian Ltd, c/o 63 University Road, Belfast, BT7



INN, N. Ireland. We will acknowledge your request and let you know what we will need from you to carry out your request. Every effort will be made to respond to or comply with your request as quickly as possible, and we will ensure our systems are updated as soon as is practicable in response to your request.

## **Our use of cookies**

You can navigate around our websites without giving us any personal information. However, the cookie policy in this section sets out a brief explanation explaining our practices for the occasions where cookies are used.

A cookie is a small file placed on your device when you visit a website that can be understood by the site that issued the cookie. We use the information collected by cookies to remember who you are to store your preferences when using a particular site. It may contain a unique identifier to ensure that you are not shown the same information and/or are only shown information you have stated that you are interested in.

In order to use this website you agree to let cookies be saved as they are an important part of navigation of the website. The following are examples of information we may collect:

- Information about your device browser and operating system
- Your internet protocol (IP) address assigned to your internet service
- The web pages you visit on our websites

We use Google Analytics to provide us with information about your visit to our website. We do this in order to help improve our website service to customers. Their cookies typically store anonymous aggregated information such as whether a visitor has been to the site before, and the time of the current visit.

We store your personal information on our computer systems and in our paper records. We have implemented strict security procedures to ensure that personal information is not damaged, destroyed or misused, and to prevent unauthorised access to your information. The information that we collect is stored in a secure facility with restricted physical access. We also use a number of security measures to prevent electronic access. Where - in line with this privacy policy - information is shared with third parties, similar security measures are used to protect your information.

## **Data Transfers**

We do not currently transfer the personal information we collect about you to recipients in countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information.

If in the future we or our partners need to transfer your information to recipients in other countries we will:



- perform those transfers in accordance with the requirements of applicable law and subject to appropriate safeguards, and
- protect the transferred personal information in accordance with this privacy policy

## **Links to other websites**

Our websites, other electronic portals and documentation may provide links to other websites for your convenience and information. These may operate independently from us and have their own privacy notices or policies, which we strongly suggest you review.

Where linked websites are not owned or controlled by us, we are not responsible for their content or data privacy practices.

## **Our Promise to you**

When you provide us with this information, you agree to the collection, use and sharing of your information in accordance with this privacy policy. Our promise to you is that:

- You are in control of your data
- You can change your privacy settings at any time
- If you don't think the data is correct tell us and we'll put it right
- We will keep your data secure
- We also promise to collect, process store and share your data safely and securely and to make sure the businesses we work with do the same

## **Updates to our Privacy Policy**

We will occasionally update our privacy policy, so we suggest that you review this policy from time to time.