



Phoenix House, 2 Phoenix Park, St Neots, Cambridgeshire, PE19 8EP  
Tel: (+44) 01480 478770, Fax: (+44) 01480 470519, Email: enquiries@sysware-europe.com

# Privacy Policy

This privacy policy sets out how SystemWare Europe uses and protects any information that you provide to us.

SystemWare Europe 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 statement.

We review our Privacy Policy regularly which may result in changes to this policy. You should check this policy from time to time to ensure that you are happy with any changes. This policy is effective from 22<sup>th</sup> May 2018.

## What we collect

We collect information about you when you register with us or place an order for products or services. We may collect the following information:

- Name and job title.
- Contact information including email address.
- Demographic information such as postcode.
- Other information relevant to customer surveys.

## How we use the information we gather

We store and process your data for the following reasons:

- Carry out order processing and sales activities such as providing quotes and issuing invoices.
- Legal requirements such as export control and tax legislation.
- Satisfaction surveys.
- Credit checks.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you via the media of your choice.
- We may share your personal data with our suppliers but only for contractual purposes.



SystemWare Europe is a limited company registered in England.  
Registration No: 03916672, V.A.T Registration No: 738170820  
Registered Office: Phoenix House, 2 Phoenix Park, St Neots,  
Cambridgeshire, PE19 8EP, United Kingdom.  
Certificate Number: 6882, ISO 9001:2015



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## Marketing

We would like to send you information about products and services of ours and other companies in our supplier network which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes or giving your information to other members of our supplier network. If you no longer wish to be contacted for marketing purposes, please email [enquiries@sysware-europe.com](mailto:enquiries@sysware-europe.com).

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

SystemWare Europe does not use any form of cookies on our websites.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over any third-party websites. Therefore, we cannot be responsible for the protection and privacy of any information which you may provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email [enquiries@sysware-europe.com](mailto:enquiries@sysware-europe.com) or write to us at the following address:



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SystemWare Europe Ltd  
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Cambridgeshire  
PE19 8EP  
United Kingdom

We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

We will not sell, distribute or lease your personal information to third parties outside of our supplier network. We may use your personal data to send you promotional information about third parties which we think you may find interesting.



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