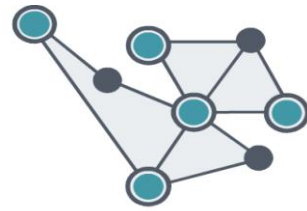


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**CYBERTRONICS-UK**  
networking & consulting

## **CYBERTRONICS UK PRIVACY POLICY**

At Cybertronics UK LTD we take privacy very seriously and the statement outlines which personal data or information we gather from you and how we use it.

### **Who are we ?**

Cybertronics UK Ltd is a registered company (Company reg. 4507223 ) with our registered office :-

1 ANDROMEDA HOUSE  
CALLEVA PARK  
ALDERMASTON  
RG7 8AP

### **What personal data or information we gather**

The personal information we collect may include your name, address, email address, IP address and information regarding what pages you access our website and when.

### **How do we collect data or information from you**

- When you make an enquiry via our website or via the telephone
- Enquire about a job opportunity
- Work for or with our business
- Exchange business cards with a member of our business

### **How is the information used**

- To provide new and used hardware equipment to you or offer our other services
- To answer any enquiries you make before you agree to a transaction or contract
- To update you on our services
- To fulfil our obligations as an employer
- To process a job application
- To maintain security of our offices and IT infrastructure
- To invoice you and track payments you make or made to you

We believe that all these purposes are justified on the basis of our legitimate interests in running and promoting our business, our contractual requirements to deliver the agreed services

to you, and our legal obligations, both as a business and as a dependable and responsible employer. If you would like to know more, please read below:

- Customers and prospective customers
- Job applicants, our employees both current and former
- Business partners
- Suppliers/Vendors

### **Who has access to your information**

Cybertronics UK does not sell or rent personal data or information to any third parties or share your information with third parties for their marketing purposes.

We will only disclose any data or information if required by law, for example by a court order or for prevention of fraud or any other crime.

We may disclose your information to our third party service providers, agent or subcontractors for the purpose of completing a task or supplying services to you on our behalf (for example couriers for deliveries etc). However, we will only disclose the personal information necessary to carry out that service and have a contract in place that requires them to keep that information secure and not to utilise it for their own marketing purposes.

### **Your rights**

- The right to be informed which is what this privacy policy is intended for
- The right to access the data we hold about you
- The right to refuse to direct marketing
- The right to refuse to processing carried out on the basis of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have your data corrected if it is inaccurate
- The right to have your data restricted or blocked from processing

### **How you can update your information**

The accuracy of your information is important to us. In case you change your contact information or if you want us to update any of the information we store on you, please contact us by e-mail to [sales@cybertronics.co.uk](mailto:sales@cybertronics.co.uk) or by post to Cybertronics UK Ltd, Unit 6 IO Trade Centre, Deacon Way, Tilehurst, Reading. RG30 6AQ or you can call us on +44 (0) 118 9728060.

### **How you can access your personal information**

You have the right to ask for a copy of the personal information which Cybertronics UK Ltd hold relating to you. Please contact us by e-mail to [sales@cybertronics.co.uk](mailto:sales@cybertronics.co.uk).

This message has been sent to you because we currently hold your data. Should you wish for us to remove your data please email [sales@cybertronics.co.uk](mailto:sales@cybertronics.co.uk).

You also have the right to lodge a complaint about our processing of your personal data with the UK's Information Commissioner's office.

## **Keeping your data secure**

Cybertronics UK Ltd takes action to ensure any personal information provided by you is treated securely and do our best to ensure that it is safeguarded on our internal systems.

## **Emailing us**

We utilise Secured Socket Layer (SSL) to encrypt and protect email traffic in line with government standards. If your email service does not support SSL, you should be aware that any emails we send or receive may not be protected in transit. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.