

NCS Privacy Policy

NCS IT Ltd take data privacy seriously and maintain a website Privacy Policy to describe how we use and protect any information you give us when you visit our website.

This Policy only covers data collected through this website. This Policy does not cover any other data collection or processing, including, without limitation, data collection practices of other web pages to which we link. We therefore, cannot be responsible for the protection and privacy of any information which you 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.

When you sign up to receive newsletters on our website, we collect your details when you actively submit them.

We use the data we collect from our website for the following purposes:

- To respond to the request that you sent to us.
- To administer, protect and improve our website and our systems
- To better understand the preferences of our website visitors
- To compile aggregated statistics about website usage and to inform you about our services

Collection and processing of personal data

When you visit our website, our web servers store as standard details of your browser and operating system, the website from which you visit our website, the pages that you visit on our website, the date of your visit, and, for security reasons, e.g. to identify attacks on our website, the IP address assigned to you by your internet service provider; this IP address is stored for seven days. With the exception of the IP address, personal data is only stored if you choose to submit it to us, e.g. during registration, in a survey, in a competition or in order to enable performance of an agreement.

We use “cookies” – please see our Cookie Policy.

We do not sell or rent your information to third parties and do not share your personally identifiable information with others.

Transmissions over the Internet are not completely secure or error-free. We take appropriate measures to protect your personal information from loss, misuse, unauthorised access, disclosure, alteration and destruction.

You have the right to withdraw your consent at any time or to access and request that we rectify or remove your details from our system(s). You may exercise your right for us to supply you with copies of any personal information we hold on you by contacting us and we will supply you with this as required by law.

We reserve the right to change, modify, add or remove portions of this Policy at any time, at our sole discretion, and will inform you if we make material changes by indicating on the

Policy the date it was last updated or otherwise. When you visit the website you are accepting the current version of this Policy as posted on the site at that time.

Please feel free to contact us with any comments, questions, complaints or suggestions you might have regarding the information or practices described in this Policy. You may contact us by sending a message to: info@ncs.cloud or write to us at NCS IT Ltd, St John's Court, Bacup Road, Rawtenstall, Lancashire BB4 7PA.

Last revised: June 2018

NCS Cookie Policy

Cookies are small text files used by websites to track your visit and to provide personalised services.

Any cookies set by our website do not contain any information that can be used to personally identify you and are used to monitor visits to our website so we are able to deliver a better service to you.

Our website does not include any advertising services that would be able to profile you, perform behavioural analysis or use your visit to our site to deliver targeted advertising, however we do include Twitter and other third party social networking tools that may set their own cookies in order to remember who you are and what you've been doing. These services cannot access any of the personal details you have stored with us.

If you choose to reject all cookies from our site, you will be able to browse and access all the information on our site however it may stop our website from functioning properly.

We use Google Analytics, a web analytics service provided by Google Inc. Google Analytics sets cookies in order to evaluate your use of our website and compile reports for us on activity on it. We use Google Analytics to track the preferences of visitors and to identify especially popular sections of our websites. In this way, we can adapt the content of our website more specifically to your needs and thereby improve what we offer you.

Google stores the information collected by the cookies on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using our website and accepting cookies from it, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

If you do not wish for us to collect and analyse statistical data related to your visit, you can opt-out of Google Analytics cookies by visiting their website here

<https://tools.google.com/dlpage/gaoptout>

Please note that for technical reasons the opt-out cookie will only affect the browser you object from. If you delete the cookies in your browser or use a different end device or browser, you will need to opt out again

<https://policies.google.com/technologies/partner-sites>

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