## SIRIUS PRIVACY POLICY



## Our Customers Data Is Very Important to Us

Wherever you provide us with any personal information, we will treat that information in accordance with this policy. Our services are designed to give you the information that you want to receive. Sirius Telecom will act in accordance with current legislation and aim to meet current Internet best practice.

#### 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 that other website. Therefore, we 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.

What personal data we collect and why we collect it

### Contact forms

If you wish to get in touch, you can do so by supplying your name and email by using our online contact forms. By filling in the contact form with your personal data, you authorise this website to use these details to reply to requests for information, quotes or any other kind of request as indicated by the form's header.

### **Analytics**

Google Analytics is a web analysis service provided by Google Inc. ("Google"). Google utilises the data collected to track and examine the use of this website, to prepare reports on its activities and share them with other Google services.

Google may use the Data collected to contextualize and personalize the ads of its own advertising network, by collecting personal data surrounded cookies and usage data.

### Mail Chimp/Mailing Lists

By registering on the mailing list or for the newsletter, your email address will be added to the contact list of those who may receive email messages containing information of commercial or promotional nature concerning this website.

Mail Chimp is an email address management and message sending service provided by The Rocket Science Group, LLC, and is used to send out our email communications.

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## Who do we share your data with?

We may pass your personal data to third-party services providers contracted to, or associated with our company in the course of dealing with you. Any third parties that we may share your personal data with are obliged to keep your details securely, and to use them only to respond to requests, questions, service requirements, complaints, etc. on our behalf. When they no longer need your personal data to fulfil this service, they will dispose of the details in line with our company's policies and procedures. If we wish to pass your sensitive personal data to a third party we will only do so once we have obtained your explicit consent, unless we are legally required to do otherwise.

## How long we retain your data

We retain any personal data submitted to this site through contact forms for a maximum of six months. Records created through Analytics are retained for a maximum of twelve months.

## How can I download my data?

If you have used a contact form on this site, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us.

### How can I delete my data?

You can request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

For more information contact us on 0191 4198181 or email info@teamsirius.co.uk

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