

# Privacy Policy - starlitesoftware.co.uk

'We' are Starlite Software.

## Introduction

We are committed to protecting your privacy. This policy explains how and for what purposes we use the information collected about you via [www.starlitesoftware.co.uk](http://www.starlitesoftware.co.uk) (referred to below as "this Site").

Please read this privacy policy carefully. By using this Site and any services we offer via this Site, you are agreeing to be bound by this policy in respect of the information collected about you via this Site.

If you have any queries or comments about the policy or our use of your personal information, please get in touch with us by emailing us at [info@starlitesoftware.co.uk](mailto:info@starlitesoftware.co.uk).

In general, we use the information we collect about you to:

- help us provide more personalised services to you
- improve the features and services we offer
- support our own marketing and promotion efforts.

## Personal information collected

When you visit, register or use the services on this Site, you may be asked to provide certain information about yourself, including your name and your contact details.

## Information collection and use

Your information will enable us to provide you with access to all parts of this Site and to supply the services and features that you have requested. We may aggregate the information to identify patterns which we can use in our marketing and to help us develop, administer, support and improve our services and features.

In particular, 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 this Site or our services.

Further, where you have consented, we might also use your information to email you with details about any other products or services which we offer which may be of interest to you. If you change your mind about being contacted in the future, please email us at [info@starlitesoftware.co.uk](mailto:info@starlitesoftware.co.uk) and tell us.

The following features, by their nature, require and make use of personally identifiable information.

### **Sending emails**

The information that you complete on the 'contact us' forms on this Site is recorded by us. This helps us provide you with a more personalised service. We will not retain your details.

## Who has access to the information you provide or we collect

We retain access to all personal information that we have collected from you for a short period of time, then it is deleted is required by law.

## Security, storage and transfer of information

We follow strict security procedures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission and to prevent unauthorised access to it. The computers that store the information are kept in a secure environment and we

use secure firewalls and other measures to restrict electronic access. Only employees who need the information to perform a specific job are granted access to personally identifiable information. We will explicitly ask you when we need information to identify you. We may require you to cooperate with our security checks before we disclose information to you. You can update the personal information that you give us at any time by email.

Your information will not be transferred outside of the European Economic Area. We will retain your information for a reasonable period or for as long as is required by law.

## **Changes to the policy**

We may change this policy from time to time as we add new services or features or in response to changes in the law or our commercial arrangements. Any changes to this policy will be posted on this Site.