

This privacy policy sets out how Cosurica Ltd uses and protects any information that you give Cosurica Ltd when you use this website, contact us to enquire about our services or choose to do business with us. We have a separate privacy and data protection policy which applies to the storage and processing of the personal data of Cosurica employees. This is available in our Employee Handbook.

Cosurica Ltd is committed to ensuring that your privacy is protected. Where we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

Cosurica Ltd may change this policy from time to time and this page will be updated accordingly. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from May 2018.

We may collect the following personal information via the website:-

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

In order to provide appropriate goods and services to you and your business we may collect additional information from you about your company during the sales process, such as business trading and registered legal addresses, VAT and company registration numbers etc, so that we can trade with you.

Processing your data

We are registered with the ICO under the Data Protection Register. Our registration number is: Z2052914.

We may store and process your information under the following legal bases:

Legitimate Interests: the processing is necessary for our legitimate business interests or the legitimate interests of a third party, whose services we act as reseller of. This is our primary legal basis.

Legal Obligation: the processing is necessary for us to comply with the law (not including contractual obligations).

Contract: the processing is necessary for a contract we have with you, the individual or your company, or because you have asked us to take specific steps before entering into a contract.

Consent: you have given clear consent for us to process your personal data for a specific purpose.

We process your information in the following ways:

- Internal record keeping.
- Service delivery
- To improve our products and services.
- To send occasional 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 (but only if you opt-in to receive marketing emails from us).
- To contact you for market research purposes. We may contact you by email, phone, fax or mail (but only if you choose to opt-in)
- To customise the website according to your interests.

We are committed to ensuring that your information is stored securely by employing suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or otherwise.

Data retention period

We will continue to process your information until your data is no longer necessary in our business, we are no longer required to retain it by law, or you withdraw consent, or it is determined your consent no longer exists.

Sharing your information

We do not share your information with any third parties for any reason, except where required to do so by law, where you have given us your permission to do so, or where it is necessary to share this information e.g. for the purposes of service delivery.

How we use cookies

Cookies are intended to be helpful both to you and to us. They are small files which request permission to be placed on your computer's hard drive. You can opt out of receiving them. If you choose to accept cookies, these files are added to your computer, helping to remember your preferences, analyse your use of the site or tailor content to suit you.

We may use traffic log cookies to identify which pages are being used, helping us to analyse which pages are popular. This information is used only for our statistical analysis purposes.

The cookies we use help us develop better websites. They do not give us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Declining cookies may prevent you from getting the most out of our website. Many web browsers automatically accept cookies, but it is your responsibility to modify your browser setting to decline cookies if you prefer.

Links to other websites

In the spirit of the web, our website may contain links to other websites of interest. However, once you have used these links to leave our site, we do not have any control over those websites you have chosen to follow links to. We cannot be held responsible for

the protection and privacy of any information which you provide whilst visiting such sites. Linked sites are not governed by this privacy statement. Please exercise caution and read the privacy statement applicable to the website in question before deciding whether or not to share any information with it.

Controlling your personal information

You can restrict the collection or use of your personal information in the following ways:-

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@cosurica.com

You may request details of personal information which we hold about you under the General Data Protection Regulations (GDPR). If you would like a copy of the information we hold about you please email info@cosurica.com or write to Data Controller, Cosurica Ltd., Unit S3 Keighley Business Centre, South Street, Keighley BD21 1SY. We will not charge a fee to provide you with this information, but we reserve the right to charge a fee if the request is manifestly unfounded or excessive, particularly if repetitive. The fee will be based on the administrative cost of providing the information.

We will respond within 1 month of receipt of the request. We will verify the identity of the individual before processing the request. It is possible to extend the period of compliance by a further 2 months where requests are complex or numerous. We will advise if this is the case within 1 month of receiving the request.

If you believe that any information we are holding on you is incorrect or incomplete, please email us or write to us as soon as possible, at the above address. We will correct any information found to be incorrect.