

# **Privacy Policy**

This privacy policy explains how our company uses the personal data we collect from you when you use our website.

# **Topics covered below:**

- What data do we collect.
- How do we collect your data.
- How will we use or share your data.
- How do we store your data.
- What are your data protection rights.
- What are cookies?
- How do we use cookies.
- What types of cookies do we use?
- How to manage your cookies.
- Changes to our privacy policy.
- How to contact us.
- How to contact the appropriate authorities.

#### What data do we collect?

Through or in connection with this website we, AVT Ltd., collect and use personal data such as:

- Name
- Telephone number
- Email address
- Website use
- Any other contact information you might provide us when you email/call us

### How do we collect your data?

We do this in two primary ways:

• If you send us a question or other communication, we use that information to respond to your request;

# How will we use or share your data?

We only use personal information collected by this website for the purposes of providing event services, in recruitment and employment of people and informing users or clients of our services to the degree you consent to. We do not share information with third parties to enable them to contact you for marketing purposes and we will never share your data without your permission.

#### How do we store your data?

We store your personal data for as long as required to fulfil the purposes outlined in this privacy policy, unless a longer or shorter retention period is required or permitted by law.



## What are your data protection rights?

AVT Ltd. would like to make sure you're fully aware of your data protection rights and how you're entitled to contact us regarding any personal data submitted or collected by our website. Every user is entitled to the following:

- **The right to access** you have the right to request AVT Ltd. for copies o your personal data. We may charge you a small fee for this service.
- **The right to rectification** you have the right to request that AVT Ltd. correct any information you believe is inaccurate. You also have the right to request AVT Ltd. to complete information you believe is incomplete.
- **The right to erasure** You have the right to request that AVT Ltd. erase your personal data, under certain conditions.
- **The right to restrict processing** You have the right to request that AVT Ltd restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** You have the right to object to AVT Ltd. processing of your personal data, under certain conditions.
- **The right to data portability** You have the right to request that AVT Ltd. transfers the data we have collected to another organisation, or directly to you, under certain conditions.

#### What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology. For more information, visit allaboutcookies.org

#### How do we use cookies?

Our company uses cookies in a range of ways to improve your experience on our website, these include:

• Website performance improvement – we track how users interact with our site so we can improve the functionality and design. We do not collect IP addresses or personalised information. We only track anonymised website interactions.

# What types of cookies do we use?

 Functionality cookies – we only install cookies that are necessary for the basic functioning of the website. You can manually block cookies on your browser but some functions of the website may not work correctly.

# How to manage cookies?

You can set your browser not to accept cookies, and this website tells you how to remove cookies from your browser - <a href="https://www.aboutcookies.org.uk">https://www.aboutcookies.org.uk</a>.



# Changes to our privacy policy

AVT Limited keeps our privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on the 21st October 2021.

#### How to contact us:

If you have any questions about this privacy policy, the data we hold on you, or you would like to exercise one of your data protections rights, please do not hesitate to contact us.

- Email us at: <a href="mailto:dataprivacy@avtconnect.com">dataprivacy@avtconnect.com</a>
- Write to us at: 7 Stone Street, Brighton, East Sussex, BN1 2HB

If you have any concerns or want to raise a complaint or feel AVT Ltd has not addressed your concern satisfactorily, you can contact the <u>Information Commissioners Office</u>.