

## **NCS Privacy Policy**

NCS Support Services 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. It 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 email address when you actively submit it.

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

We use “cookies” – please see our separate 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 to receive communications from us at any time or to 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 under the Data Protection Act 1998.

We reserve the right to change, modify, add or remove portions of this Policy at any time at our sole discretion. If we make material changes to the Policy, we will indicate on this page the date it was last updated. When you visit our 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-support.com](mailto:info@ncs-support.com) or write to us at NCS Support Services Ltd, St John’s Court, Bacup Road, Rawtenstall, Lancashire BB4 7PA.

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