

## PRIVACY & COOKIE POLICY

At GKTEK Ltd (referred to as “GKTEK”, “we”, “us”, “our”), we understand that your privacy is important to you and that you care about how your information is used and shared online. We respect and value the privacy of everyone that visits our website and only collect and use information in ways that are useful to you and in a manner consistent with your rights and our obligations under the law, including the General Data Protection Regulation (GDPR).

This privacy and cookie policy will help you understand how we process any and all data collected by us in relation to your use of our website, and what choices you have.

## ABOUT US

Our website, <http://somerville.care> is owned and operated by GKTEK Ltd, registered in England under number 12320337. Our registered address is: 21 Angel Hill, Tiverton, Devon, United Kingdom, EX16 6PE.

Our Data Protection Champion is Gary Kingdon who can be contacted at [gary@gktek.co.uk](mailto:gary@gktek.co.uk)

## WHAT INFORMATION DO WE COLLECT?

We collect information about you when you complete a form on our website or when you place an order with us for our services. We also collect information when you voluntarily complete customer surveys, provide feedback and when you email us or contact us by telephone. Website usage information is collected using cookies.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We will use this information to provide the services requested, to process your order, manage your account, respond to communications from you and, if you agree, to email you about other products and services that we think may be of interest to you.

We use your information collected from our website to personalise your repeat visits to our website.

We will not share your information for marketing purposes with companies outside of our organisation.

## MARKETING

With your permission we would like to send you information about our services. We may use your data to contact you by email, telephone, and by direct mail. You may opt out at any time.

If you no longer wish to be contacted for marketing purposes, please email [marketing@graysarassociates.co.uk](mailto:marketing@graysarassociates.co.uk). You can opt out of our email communications by clicking the unsubscribe link at the footer of any email you receive from us.

## HOW AND WHERE DO WE STORE YOUR DATA?

We only keep your data if we have a valid legal reason to do so and will only keep it for as long as we need to in order to fulfil our contractual or legal obligations or for as long as we have your permission to keep it. We will conduct an annual review to determine if we need to keep your data. Your data will be deleted if we no longer need it to maintain our obligations or if you have requested that we delete it.

Some or all of your data may be stored or transferred outside of the European Economic Area (“the EEA”). If we do store or transfer data outside of the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would within the EEA and under the GDPR.

Data security is of great importance to us. We take steps to protect your data by using data encryption on our websites and applications. Our websites are hosted in the UK and are monitored 24/7/365.

The servers where they are stored include firewall protection and secure monitoring software which generates alerts in the event of a hack attempt or the detection of malware.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some, or all of your personal information, please email us at [privacy@gktek.co.uk](mailto:privacy@gktek.co.uk).

We may make a small charge for this service. We want to ensure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## COOKIES

Cookies are text files placed on your computer to collect standard internet information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It may also be used for the purpose of running re-marketing adverts to you about our products and services. You can set your browser not to accept cookies and can also remove cookies from your browser. However, if you do, some features on our website may not function as a result.

You can find out more information about cookies and how to remove cookies by visiting [allaboutcookies.org](http://allaboutcookies.org) or [cookiecentral.com](http://cookiecentral.com)

## OTHER WEBSITES

Our website contains links to other websites. This privacy policy only applies to this website. So, if you follow a link to other websites you should read their privacy policy.

## CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy under regular review and will place any updates on this web page.

This privacy policy was last updated on the 19<sup>th</sup> March 2021

## CONTACT US

If you have any queries concerning this Privacy Policy, your personal information or any questions on our use of the information, please email us at [privacy@gktek.co.uk](mailto:privacy@gktek.co.uk) or write to us 21 Angel Hill, Tiverton, Devon, United Kingdom, EX16 6PE.

## WE ALSO OPERATE THE FOLLOWING WEBSITES:

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