

# Privacy Statement



This privacy policy sets out how Tempus Systems LTD uses and protects any information that you provide when using this website. Tempus Systems LTD is committed to ensuring that your privacy is protected and affirms that any information which can identify you when using this website will only be used in accordance with this Privacy Statement.

Tempus Systems LTD may change this policy periodically and without notice by updating this page. This policy is effective from August.2011.

## What we collect

- Company Details
- 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

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, in particular for the following reasons:

- Internal record keeping
- To improve our products and services
- To periodically send promotional emails about new product, special offers or other information which we think you may find interesting
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## How we use cookies

Tempus Systems LTD do not currently utilize cookies on our website.

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over the other website. Therefore, we 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.

## Controlling your personal information

You may choose to 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 direct marketing
- 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 [support@tempus-systems.co.uk](mailto:support@tempus-systems.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. You may request details of personal information which held about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to Tempus Systems LTD, P.O. Box 492, Edgware, Middlesex HA8 9ZB. If you believe that we are holding any information that may be incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.