# **Technical Elements Ltd Privacy Policy**

Technical Elements Ltd is a limited company. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website.

#### Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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#### What data do we collect?

Technical Elements Ltd collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Sometimes we may collect you photograph if you have supplied it to us.

### How do we collect your data?

You directly provide Technical Elements Ltd with most of the data we collect. We collect data and process data when you:

- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.
- Engage our services as a technical support company.

Technical Elements Ltd may also receive your data indirectly from the following sources:

Passed to us by the companies we support to provide digital virtual conference events.

## How will we use your data?

Technical Elements Ltd collects your data so that we can:

- Manage your account and offer a virtual conference environment.
- Email you with details how to engage this system.

If you agree, Technical Elements Ltd will share your data with our partner companies so that they may provide support with these services.

non currently

### How do we store your data?

Technical Elements Ltd securely stores your data online using current best practice.

Technical Elements Ltd will keep your limited personal data for up to 6 months after the event you signed up for. Once this time period has expired, we will delete your data by removing from our database & encrypting the interactions you have had on our site.

### Marketing

Technical Elements Ltd would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Technical Elements Ltd from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact us at the address below.

# What are your data protection rights?

Technical Elements Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** - You have the right to request Technical Elements Ltd for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that Technical Elements Ltd correct any information you believe is inaccurate. You also have the right to request Technical Elements Ltd to complete information you believe is incomplete.

**The right to erasure** – You have the right to request that Technical Elements Ltd erase your personal data, under certain conditions.

**The right to restrict processing -** You have the right to request that Technical Elements Ltd restrict the processing of your personal data, under certain conditions.

**The right to object to processing -** You have the right to object to Technical Elements Ltd processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that Technical Elements Ltd transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: office@technicalelements.global

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

#### How do we use cookies?

Technical Elements Ltd uses cookies in a range of ways to improve your experience on our website, including:

• our website does not currently use any cookies.

## What types of cookies do we use?

There are a number of different types of cookies, however, our website uses: NON

### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### Privacy policies of other websites

The Technical Elements Ltd website may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Technical Elements Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on11 January 2021.

#### How to contact us

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

Email us at: office@technicalelements.global

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Technical Elements Ltd has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

#### ICO

casework@ico.org.uk Telephone: 0303 123 1113 Textphone: 01625 545860 Monday to Friday, 9am to 4:30pm

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF