

Elementary Technology is committed to all relevant laws and regulations relating to the collection, storage and use of its data. This Privacy Policy explains how we use any personal information we collect about you.

Topics included

- What information we collect about you
- How we use the information about you
- How we store your data and how long for
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What information we collect about you

Elementary Technology is a subscriber to The Education List supplied by The Education Company. As part of this subscription we adhere to all their Terms and Conditions. To see the Education Company's own Privacy Policy please [click here](#).

We also collect information about you when you register your details directly with us or place an order for products or services. This includes voluntarily completing website forms, meeting us at exhibitions, completing customer surveys, providing feedback and other similar activities. Website usage information is collected using cookies.

How we use the information about you

We collect information about you to process your order, manage your account and, unless you opt out, to email you about other products and services we think may be of interest to you. We may use your information collected from the website to personalise your repeat visits to our website.

Elementary Technology will not share your information for marketing purposes with any other companies. When processing your order, we may send your details to third part installers and also use information from credit reference agencies and fraud prevention agencies.

How we store your data and how long for

All data held is stored on dedicated servers which have restricted access both physically (housed in a security controlled server room) and limited network access based on role and permission groups.

The company adheres to a Data Protection Policy which is part of all employees' contract of employment. This policy includes rules relating to the collection, storage and use of personal data held by the company.

All data will be stored for duration of employment at the associated establishment and for up to 24 months afterwards unless otherwise stated in our Terms and Conditions of Sale which are available upon request.

Use of the data for marketing

We would like to occasionally send you information about products and services which may be of interest to you. These may include product / software updates, company / industry news and other promotions. If you have consented to receive marketing, you may opt out/unsubscribe at any time.

You have a right at any time to stop us from contacting you with marketing information. If you no longer wish to be contacted for marketing purposes, please [click here](#).

Access to your information and correction

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

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 hello@elementaryuk.com or write to us at the address below.

Use of Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

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

Other websites

Our websites contains links to other websites. This privacy policy only applies to the Elementary Technology website and other websites set up and managed by Elementary Technology. When you click a link to other websites you should read their own privacy policies.

Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 22nd May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Email: hello@elementaryuk.com

Telephone: 0844 357 5197

Address: Elementary Technology, 4 Airport West, Lancaster Way, Yeadon, Leeds, LS19 7ZA