# **Privacy Policy**

#### Introduction

This Privacy Policy outlines how Penguinsite, a software development company registered in the UK, collects, uses, and protects your personal data when you visit our website or use our services. By accessing our website or using our services, you agree to the terms of this Privacy Policy. Data CollectionWe collect personal data that you voluntarily provide to us, such as your name, email address, and any other information necessary for us to provide our services. Additionally, we may automatically collect certain information about your device and usage patterns through cookies and similar technologies.

### Use of Data

Your personal data may be used for the following purposes:

- To provide and maintain our services.
- To notify you about changes to our services.
- To allow you to participate in interactive features when you choose to do so.
- To provide customer support.
- To gather analysis or valuable information so that we can improve our services.
- To monitor the usage of our services.
- To detect, prevent and address technical issues.

### Legal Basis for Processing Personal Data

We process your personal data based on the following legal grounds:

Consent: You have given us permission to process your data for specific purposes.

Contractual Necessity: Processing is necessary for the performance of a contract with you. Legitimate Interests: We have a legitimate interest in processing your data that does not override your rights.

#### **Data Retention**

We will retain your personal data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your personal data to the extent necessary to comply with our legal obligations.

## **Data Security**

The security of your personal data is important to us. We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, use, disclosure, alteration, or destruction.

# Your Rights

Under UK data protection law, you have rights regarding your personal data, including:

- The right to access your personal data.
- The right to request correction of inaccurate or incomplete data.
- The right to request deletion of your personal data under certain conditions.
- The right to object to processing based on legitimate interests.

# Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. You are advised to review this Privacy Policy periodically for any changes.

### Contact Us

If you have any questions about this Privacy Policy or our practices regarding your personal data, please contact us at:

# Penguinsite

61 Bridge Street Kington HR5 3DJ Email: pbukowski@penguinsite.com

Phone: 01544 599385