## **Privacy Policy**

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

(1) What information do we collect?

We may collect, store and use the following kinds of personal data:

- Information about your computer and about your visits to and use of this website.
- Information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- Any other information that you choose to send to us.
- (2) Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- Improve your browsing experience by personalising the website;
- Send to you goods purchased via the website, and supply to you services purchased via the website;
- Send statements and invoices to you, and collect payments from you;
- Send you general commercial communications;
- Send you email notifications which you have specifically requested;
- Send to you [our newsletter and other] marketing communications relating to our business which we think may be of interest to you by post or by email or similar technology (you can inform us at any time if you no longer require marketing communications)
- Deal with enquiries and complaints made by or about you relating to the website; and

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(3) Disclosures

We may disclose information about you to [any of our employees, officers, agents, suppliers or subcontractors] in so far as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

- To the extent that we are required to do so by law;
- In connection with any legal proceedings or prospective legal proceedings;
- In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and
- To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

Except as provided in this privacy policy, we will not provide your information to third parties.

(4) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

(5) Updating / Deleting information

Please let us know if the personal information which we hold about you needs to be corrected, updated and or deleted.

(6) Children May Not Divulge Personal Information.

Individuals who are under thirteen (18) years of age are not permitted to use the website. Constantia Communications does not knowingly collect or use any information from individuals under eighteen (18) years of age.

(7) Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to <u>theosat@cytanet.com.cy</u>