

## **Kyanite Consulting Limited - Privacy Policy**

This privacy policy explains how we use any personal information we collect about you when you use this website.

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### **What information do we collect about you?**

We collect information about you when you contact us or place an order for products or services. We also collect information if you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

### **How will we use the information about you?**

We collect information about you to process your order, manage your account and, if you agree, 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 through the use of cookies – this information does not contain personally identifiable data.

We do not share your personal information with any other company or third party.

In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

### **Marketing**

If you have given consent we may send you information about products and services of ours which may be of interest to you. If you have consented to receive this information, you may opt out at any time.

You have a right at any time to stop us from contacting you for marketing.

If you no longer wish to be contacted for marketing purposes, please email or write to us using [our contact details below](#).

### **Access to your information and correction**

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, call or write to us using [our contact details below](#). We may make a small charge for this service.

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 may request that we delete your personal data, please email, call or write to us using [our contact details below](#). We will delete personal data unless there is a legal basis for us not to do so e.g. retaining information about your purchases as required by tax law; if necessary to comply with a legal obligation or court order or in connection with a legal claim etc.

### **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. No personally identifiable data is collected by these cookies.

For further information visit:

[www.aboutcookies.org](http://www.aboutcookies.org)

[www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in this event, some of our website features may not function.

### **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you 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 24 May 2018.

### **Who we are**

Kyanite Consulting Limited is a company registered in England & Wales with company number 4713055.

Our registered office address is 137 Northlands Road, Winterton North Lincolnshire DN15 9UL.

Our Data Controller is Mr. N. J. Burton, a director of the company.

**How to contact us**

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

- by email at: [enquiries@kyaniteconsulting.co.uk](mailto:enquiries@kyaniteconsulting.co.uk)
- by telephone on: 01724 735437
- by post at: 137 Northlands Road, Winterton North Lincolnshire DN15 9UL