



## PRIVACY POLICY

We are committed to protecting your privacy.

We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998)

We collect information about you for 2 reasons: firstly, to process your order and second, to provide you with the best possible service.

The type of information we will collect about you includes:

- your name
- address
- phone number
- email address

We do not collect sensitive personal information about you.

The information we hold will be accurate and up to date. You can check the information that we hold about you by e-mailing us. If you find any inaccuracies we will delete or correct it promptly.

The personal information which we hold will be held securely in accordance with our internal security policy and the law.

If you have any questions/comments about privacy, you should e-mail [sales@GigaOptiX.com](mailto:sales@GigaOptiX.com)

We do not pass on your details to third parties. We include customer telephone numbers on the courier delivery manifest for contact reasons should they need to get in touch with you about the delivery.