

This Privacy Policy applies to the SJG Computer Services owned and operated websites and its subdomains ("Sites"). (SJG Computer Services," "we," or "us") knows that you care how information about you is used and shared. This Privacy Policy explains what information of yours will be collected by SJG Computer Services when you access these Sites and SJG Computer Services, how the information will be used, and how you can control the collection, correction and/or deletion of information. We will not use or share your information with anyone except as described in this Privacy Policy. This Privacy Policy does not apply to information we collect by other means (including offline) or from other sources. The use of information collected through our Sites shall be limited to the purposes under this Privacy Policy and our Terms of Service to customers.

1. Information We Collect.

(a) Our Service:- We may collect personally identifiable information about you, such as your full name, phone number, email address, postal address or similar, when you submit a contact or feedback form from our website(s). If you choose to utilise any of our services the above information will be retained for invoicing and statutory accounting records. We do not send any promotional emails; however, we may send you service related emails related to any business conducted upon your behalf. If you no longer wish to receive these emails, you may opt out by requesting so at privacy@sjgnet.co.uk. Please note that this means we will no-longer be able to provide future services.

(b) Cookies And Tracking Technologies:- Technologies such as: cookies, beacons, tags and scripts are used by SJG Computer Services (EG: advertising, marketing and website analytics). These technologies may be used in analysing trends, administering the Sites, tracking users' movements around the Sites and to gather demographic information about our user base as a whole. We may receive reports based on the use of these technologies by such companies on an individual as well as aggregated basis. We use cookies to remember users' settings as well as for authentication and analytics. Users can control the use of cookies at the individual browser level. If you reject cookies, you may still use our Sites, but your ability to use some features or areas of our Sites may be limited. This website uses Clicky Analytics, an analytics tool by <https://clicky.com/> to track user activity, page content.

(c) Log File Information:- Log file information is automatically reported by your browser or mobile application each time you access our Sites or the SJG Computer Services Service. For example, when you access our Sites or SJG Computer Services, our servers automatically record certain information that your web browser sends whenever you visit any website. These server logs may include information such as your operating system, browser type, referring / exit pages and URLs, number of clicks, domain names, landing pages, pages viewed and other such information. We do not link this automatically-collected data to personally identifiable information.

We will retain personal data we process on behalf of our customers for as long as needed to provide our services. SJG Computer Services will retain this personal information as necessary to comply with our legal obligations.

How We Use Your Information.

We use the information that we collect to operate and provide our service to you and for statutory accounting requirements.

How We Share Your Information.

(a) Personally Identifiable Information:- SJG Computer Services will **not** rent or sell your personally identifiable information to others. We do **not** store personal information in locations outside the direct control of SJG Computer Services (for instance, on servers or databases co-located with hosting providers). Any personally identifiable information you elect to make publicly available on our Sites or the SJG Computer Services Service, such as posting comments on our Testimonials page, will be available to others. If you remove information that you have made public on our Sites or the SJG Computer Services Service, copies may remain viewable in cached and archived pages of our Sites or the SJG Computer Services Service, or if other users have copied or saved that information. Please see Section *(f)* below.

(b) Non-Personally Identifiable Information:- May be recorded by Third parties for web analytics (such as anonymous usage data, referring/exit pages and URLs, platform types, number of clicks, etc.) with interested third parties to help them understand the usage patterns for SJG Computer Services websites. Non-personally identifiable information may be stored indefinitely.

(c) Instances Where We Are Required To Share Your Information:- SJG Computer Services will disclose your information where required to do so by law, if subject to court order or other legal proceeding or if we reasonably believe that such action is necessary to (c1) comply with the law and the reasonable requests of law enforcement; (c2) to enforce our Terms of Service or to protect the security or integrity of our Service; and/or (c3) to exercise or protect the rights, property, or personal safety of SJG Computer Services, our users or others.

(d) What Happens In The Event Of A Change Of Control:- As a sole trader if/when the business ceases trading all your information such as customer names and email addresses, and other User Information related to SJG Computer Services will be securely deleted once statutory time has passed for accounting and tax purposes. You will be notified via email and/or a prominent notice on our Site of any change in ownership or cease of trading.

(f) Testimonials:- We display personal testimonials of satisfied customers on our Site in addition to other endorsements. With your consent, we may post your testimonial along with your name. If you wish to update or delete your testimonial, you can contact us at privacy@sjgnet.co.uk. Or via the [Testimonials page](#).

2. Storage and Processing:

Your information collected through SJG Computer Services is stored solely in the UK. We will not transfer information, including personal information, to a country and jurisdiction that does not have the same data protection laws as your jurisdiction, or without seeking your implicit consent when undertaking work on your behalf that may require such data transfer.

3. How We Protect Your Information:

SJG Computer Services is concerned with protecting your privacy and data, but we cannot ensure or warrant the security of any information you transmit to SJG Computer Services or guarantee that your information held by SJG Computer Services may not be accessed, disclosed, altered or destroyed by breach of any of our industry standard physical, technical or managerial safeguards. No method of transmission over the Internet or method of electronic storage is 100% secure, however. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Site, you can contact us at privacy@sjgnet.co.uk.

4. Compromise of Personal Information:

In the event that personal information is compromised as a breach of security, SJG Computer Services will promptly notify our customers in compliance with applicable law.

5. Data Access, Correction, Deletion, and Opt Out:

For current SJG Computer Services customers, you can review, correct, update or delete inaccuracies to the information about you that SJG Computer Services keeps on file by contacting us directly at privacy@sjgnet.co.uk. We will acknowledge your request within seventy-two (72) hours and handle it promptly and as required by law. *(a)* We will retain your information for as long as your account is active or as needed to provide you services. *(b)* We will retain and use your information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

6. Children's Privacy:

Protecting the privacy of young children is especially important. For that reason, SJG Computer Services does not knowingly collect or solicit personal information from anyone under the age of 13. In the event that we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as

possible. If you believe that we might have any information from or about a child under 13, please contact us at privacy@sjgnet.co.uk

7. Notification Procedures:

It is our policy to provide notifications, whether such notifications are required by law or are for marketing or other business related purposes, via conspicuous posting of such notice on the Service, as determined by SJG Computer Services in its sole discretion. We reserve the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described in this Privacy Policy.

8. Links to Other Web Sites:

We are not responsible for the practices employed by websites or services linked to or from the SJG Computer Services or Sites, including the information or content contained therein. Please remember that when you use a link to go from SJG Computer Services or Sites to another website or service, our Privacy Policy does not apply to third-party websites or services. Your browsing and interaction on any third-party website or service, including those that have a link or advertisement on our website, are subject to that third party's own rules and policies.

Social Media Widgets: Our Site includes social media features, such as the Facebook Like button and other widgets that run on our Site. These features may collect your IP address and which page you are visiting on our Site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these features are governed by the privacy policy of the organization providing it.

9. Changes to Our Privacy Policy:

All changes to this Privacy Policy are effective when they are posted on this page. When we change the policy in a material manner, we will let you know via a prominent notice on our Site, prior to the change becoming effective and update the 'effective date' at the top of this page.

If you have any questions about this Privacy Policy, the practices of this Site, or your dealings with this website, please contact us at privacy@sjgnet.co.uk