

# PRIVACY POLICY

This privacy policy explains how Caspia Consultancy Ltd uses and protects any information that you give to us when you use this website.

Caspia Consultancy is committed to ensuring that our clients' privacy is fully protected. Sometimes we might need to ask you to provide certain information by which you can be identified when using this website, but you can be 100% assured that any information you give us will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page, so you should check this page occasionally to ensure that you are happy with any changes we might have made either due to external legislation or our own internal policy updates.

## **WE COLLECT THE FOLLOWING INFORMATION VIA OUR CONTACT**

### **US FORM**

- Name
- Contact information - email address
- We also ask what help you need

## **WHAT WE DO WITH THIS INFORMATION**

We ask for this information so that we can better understand your needs and provide you with a more specific and the best possible service tailored to your own individual needs. We not only use the information you provide to respond to explicit requests from you about our products and services, but also for internal record keeping and to improve our products and services.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we make sure that we have in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we collect online.

## **HOW WE USE COOKIES**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies.

## **EU COOKIE LAW**

As part of our compliance with the EU Cookie Law we provide a popup message informing users of our use of cookies. The popup states that by continuing to use the site the user has accepted our use of cookies.

## **LINKS TO OTHER WEBSITES**

Our website may contain links to other websites of interest and which are relevant to the subject matter you are reading about on our own site. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting other sites. Additionally and importantly, such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **CONTROLLING YOUR PERSONAL INFORMATION**

We will never sell, distribute or pass on your personal information to third parties unless we have your permission or in cases where we are required by law to do so. If you believe that any information we are holding on you is incorrect or incomplete, please contact us. We will promptly correct any information found to be incorrect.