

## Information we collect when you contact us

We collect and use information from individuals who contact us in accordance with this section and the section entitled **Disclosure and additional uses of your information**.

### Email

When you send an email to the email address displayed on our website we collect your email address and any other information you provide in that email (such as your name, telephone number and the information contained in any signature block in your email).

**Legal basis for processing:** our legitimate interests (Article 6(1)(f) of the General Data Protection Regulation).  
**Legitimate interest(s):** responding to enquiries and messages we receive and keeping records of correspondence.

**Legal basis for processing:** necessary to perform a contract or to take steps at your request to enter into a contract (Article 6(1)(b) of the General Data Protection Regulation).

**Reason why necessary to perform a contract:** where your message relates to us providing you with goods or services or taking steps at your request prior to providing you with our goods and services (for example, providing you with information about such goods and services), we will process your information in order to do so).

### Transfer and storage of your information

We use a third-party email provider to store emails you send us. Our third-party email provider is Microsoft <https://privacy.microsoft.com/en-gb/privacystatement>

Emails you send us will be stored outside the European Economic Area on our third-party email provider's servers in the United States. For further information please see the section of this privacy policy entitled **Transfers of your information outside the European Economic Area**.

### Contact form

When you contact us using our contact form, we collect your name, email address, IP address. We also collect any other information you provide to us when you complete the contact form, including any optional information, such as: the subject of your email, your resume (cv), personal details relevant for us to legitimately conduct our business activities.

If you do not provide the mandatory information required by our contact form, you will not be able to submit the contact form and we will not receive your enquiry. [If you do not supply the optional information required by our contact form, we may not be able to successfully deal with your correspondence.

**Legal basis for processing:** our legitimate interests (Article 6(1)(f) of the General Data Protection Regulation).  
**Legitimate interest(s):** responding to enquiries and messages we receive and keeping records of correspondence.

**Legal basis for processing:** necessary to perform a contract or to take steps at your request to enter into a contract (Article 6(1)(b) of the General Data Protection Regulation).

**Reason why necessary to perform a contract:** where your message relates to us providing you with goods or services or taking steps at your request prior to providing you with our goods and services (for example, providing you with information about such goods and services), we will process your information in order to do so).

### Transfer and storage of your information

Messages you send us via our contact form will be stored outside the European Economic Area on our third-party servers in the United States. Our third-party hosting provider is GoDaddy Their privacy policy is available here: <https://uk.godaddy.com/legal-agreements.aspx?otab=2>

We use a third-party contact form provider to store messages you send us. Our contact form provider is GoDaddy. Messages you send to us via our contact form will be stored outside the European Economic Area on our contact form provider's servers in the United States. For further information about the safeguards used when

your information is transferred outside the European Economic Area, see the section of this privacy policy below entitled **Transfers of your information outside the European Economic Area**.

### **Phone**

When you contact us by phone, we collect your phone number and any information provide to us during your conversation with us. We do not record phone calls.

**Legal basis for processing:** our legitimate interests (Article 6(1)(f) of the General Data Protection Regulation)  
**Legitimate interest(s):** responding to enquiries and messages we receive and keeping records of correspondence.

**Legal basis for processing:** necessary to perform a contract or to take steps at your request to enter into a contract (Article 6(1)(b) of the General Data Protection Regulation).

**Reason why necessary to perform a contract:** where your message relates to us providing you with goods or services or taking steps at your request prior to providing you with our goods and services (for example, providing you with information about such goods and services), we will process your information in order to do so.

### **Transfer and storage of your information**

Information about your call, such as your phone number and the date and time of your call, is processed by our third-party telephone service provider, *GCI Telecom*. Their privacy policy is available here: <http://www.gcicom.net/privacy-policy/>

Information about your phone call will be stored by our third-party telephone service provider within the European Economic Area. For further information about the safeguards used when your information is transferred outside the European Economic Area, see the section of this privacy policy below entitled **Transfers of your information outside the European Economic Area**.

### **Post**

If you contact us by post, we will collect any information you provide to us in any postal communications you send us.

**Legal basis for processing:** our legitimate interests (Article 6(1)(f) of the General Data Protection Regulation)  
**Legitimate interest(s):** responding to enquiries and messages we receive and keeping records of correspondence.

**Legal basis for processing:** necessary to perform a contract or to take steps at your request to enter into a contract (Article 6(1)(b) of the General Data Protection Regulation).

**Reason why necessary to perform a contract:** where your message relates to us providing you with goods or services or taking steps at your request prior to providing you with our goods and services (for example, providing you with information about such goods and services), we will process your information in order to do so).