



Privacy and Cookie Policy

Effective Date: December 2024

At Kortec, we are dedicated to protecting your privacy and ensuring your data is handled with care and compliance. We strictly adhere to GDPR standards, safeguarding your personal information through secure and transparent practices. Your rights and control over your data are our priority, and we implement robust security measures to maintain your trust in our services.

1. Introduction

Welcome to www.kortec.co.uk (the "Website"). Kortec Limited ("we", "us", "our") is committed to protecting and respecting your privacy. This Privacy and Cookie Policy explains how we collect, use, disclose, and safeguard your information when you visit our Website.

2. Information We Collect

We may collect and process the following data about you:

- **Personal Identification Information:** Name, email address, phone number, etc.
- **Technical Data:** IP address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this Website.
- **Usage Data:** Information about how you use our Website, products, and services.
- **Marketing and Communications Data:** Your preferences in receiving marketing from us and your communication preferences.

3. How We Use Your Information

We use the information we collect in the following ways:

- To provide, operate, and maintain our Website.
- To improve, personalise, and expand our Website.
- To understand and analyse how you use our Website.
- To develop new products, services, features, and functionality.
- To communicate with you, either directly or through one of our partners, including for customer service, to provide you with updates and other information relating to the Website, and for marketing and promotional purposes.
- To process your transactions and manage your orders.
- To send you emails.
- To find and prevent fraud.

4. Cookies

Our Website uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our site.

Types of Cookies We Use:

- **Essential Cookies:** These are necessary for the Website to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your privacy preferences, logging in, or filling in forms.
- **Analytical/Performance Cookies:** These allow us to recognize and count the number of visitors and to see how visitors move around our Website when they are using it. This helps us to improve the way our Website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality Cookies:** These are used to recognize you when you return to our Website. This enables us to personalize our content for you, greet you by name, and remember your preferences (for example, your choice of language or region).
- **Targeting Cookies:** These cookies record your visit to our Website, the pages you have visited, and the links you have followed. We will use this information to make our Website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

5. Managing Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this Website may become inaccessible or not function properly.

6. Data Retention

Your data will be stored only until the purpose for which it was collected has been achieved. Once this purpose is fulfilled, your data will be securely deleted or anonymised in accordance with our data retention policies and applicable laws.

7. Data Security

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know.

8. Your Data Protection Rights

Depending on your location, you may have the following rights regarding your personal data:

- The right to access – You have the right to request copies of your personal data.
- The right to rectification – You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.

- The right to erasure – You have the right to request that we erase your personal data, under certain conditions.
- The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

9. Changes to This Policy

We may update our Privacy and Cookie Policy from time to time. We will notify you of any changes by posting the new Privacy and Cookie Policy on this page. You are advised to review this Privacy and Cookie Policy periodically for any changes. Changes to this Privacy and Cookie Policy are effective when they are posted on this page.

10. Contact Us

If you have any questions about this Privacy and Cookie Policy, please contact us:

- By email: info@kortec.co.uk
- By phone number: 0333 123 8747
- By mail: Zenith Point, Belmore Way
Westside Park, Derby DE21 7AZ.

Thank you for visiting www.kortec.co.uk.

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