# **Privacy Policy**

**Effective Date: 17 December 2024** 

### Introduction

Pulse Communications Ltd ("I," "me," or "my") am committed to protecting the privacy of all individuals and organisations I interact with. This Privacy Policy outlines how I collect, use, and protect personal information.

#### 1. Information I Collect

I may collect the following types of information:

- **Personal Information:** Name, email address, phone number, and other contact details provided by you.
- **Business Information:** Details related to your organisation, including name, address, and services required.
- **Usage Data:** Information about how you interact with my website or services, such as IP address, browser type, and browsing behaviour.
- Communication Data: Records of correspondence between you and me.

### 2. How I Use Your Information

I use the information collected for the following purposes:

- To provide and improve my services.
- To communicate with you regarding enquiries, projects, or support.
- To manage contracts and process payments.
- To comply with legal obligations and protect my legal rights.
- To send updates, newsletters, or promotional material, where consent has been given.

# 3. Sharing Your Information

I do not sell or rent your personal information. I may share your information with:

- **Service Providers:** Third parties that perform functions on my behalf, such as payment processors or IT service providers.
- **Legal Authorities:** If required to comply with legal obligations or to protect my rights.
- Business Partners: When collaborating on projects with your consent.

### 4. Data Security

I implement appropriate technical and organisational measures to protect your data against unauthorised access, loss, or misuse. However, no system is completely secure, and I cannot guarantee the absolute security of your information.

#### 5. Data Retention

I retain personal data only for as long as necessary to fulfil the purposes for which it was collected, or as required by law.

# 6. Your Rights

You have the right to:

- Access the personal data I hold about you.
- Request correction of inaccurate or incomplete data.
- Request deletion of your data, subject to legal obligations.
- Withdraw consent for processing where consent was previously given.
- Lodge a complaint with a supervisory authority if you believe your rights have been violated.

## 7. Cookies and Tracking Technologies

My website may use cookies or similar technologies to enhance user experience. You can adjust your browser settings to refuse cookies or notify you when cookies are being used.

# 8. Third-Party Links

My website may include links to third-party websites. I am not responsible for the privacy practices or content of these external sites.

### 9. Changes to This Policy

I reserve the right to update this Privacy Policy as needed. The effective date at the top of the policy reflects the most recent changes. I encourage you to review this policy periodically.

#### 10. Contact Information

If you have any questions or concerns about this Privacy Policy or how your data is handled, please contact me at:

### **Pulse Communications Ltd**

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