

# Privacy Policy

*Date Created: January 20, 2025*

*Date Modified: N/A*

## 1. Introduction

Welcome to Zenith IT (the “Company,” “we,” or “us”). We are committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website <https://www.zenith-it.co.uk> (the “Website”), interact with us, or use our services.

By using our Website or services, you agree to the collection and use of information in accordance with this Privacy Policy.

## 2. Data We Collect

1. Personal Information: We may collect personal data that you voluntarily provide to us when filling out forms on our Website (e.g., contact form), including:

- Name
- Email Address
- Phone Number (optional)
- Any other information you choose to share with us via text field

2. Automatically Collected Data: When you access our Website, we automatically collect certain information, such as:

- IP address
- Browser type and version
- Pages visited and the time spent on them
- Referring site details (e.g., the site that directed you to our Website)

3. Cookies: We may use cookies to improve your experience on our Website. Cookies are small text files stored on your device. You can control cookies through your browser settings.

## 3. How We Use Your Information

We use the collected data for the following purposes:

- To Provide Services: Process your requests, respond to inquiries, and deliver consulting services.
- Communication: Send you updates, service alerts, or marketing communications (where consent is required by law).
- Website Improvement: Analyze how you use our Website to improve its design, functionality, and user experience.
- Legal Compliance: Comply with any applicable laws and regulations or respond to lawful requests by public authorities.

## 4. How We Share Your Information

We do not sell, trade, or rent your personal information to third parties. We may share information with:

- Service Providers: Third-party companies that perform services on our behalf (e.g., hosting, email delivery), under obligations of confidentiality and security.
- Legal Requirements: If required by law or in response to valid requests by public authorities (e.g., a court or a government agency).

## **5. Data Retention**

We retain your personal data only for as long as is necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

## **6. International Transfers**

Our primary operations are located in the United Kingdom. If you access our Website from outside the UK, please note that your information may be transferred to, stored, and processed in the UK. We will take reasonable measures to ensure your personal data is treated securely and in accordance with this Privacy Policy.

## **7. Security Measures**

We take reasonable administrative, technical, and physical measures to protect your personal data against loss, theft, and unauthorized use, access, or modification. However, no transmission over the internet can be guaranteed secure, and we cannot ensure or warrant the security of any information you transmit to us.

## **8. Your Rights (GDPR and UK Data Protection)**

- Access: You may request a copy of the personal data we hold about you.
- Rectification: You may ask us to correct any inaccurate or incomplete personal data.
- Erasure: You may request that we delete your personal data, subject to certain legal limitations.
- Objection: You may object to certain processing of your personal data.
- Data Portability: You may request a copy of your personal data in a structured, machine-readable format.

To exercise these rights, please contact us at:

Email: [info@zenithit.co.uk](mailto:info@zenithit.co.uk)

Phone: +44 1234 567890

Address: 123 Innovation Way, Birmingham, B1 1AA, UK

## **9. Third-Party Links**

Our Website may contain links to other sites that are not operated by us. If you click on a third-party link, you will be directed to that third-party's site. We strongly advise you to review the Privacy Policy of every site you visit.

## **10. Children's Privacy**

We do not knowingly collect or solicit personal data from anyone under the age of 13. If you believe we have collected personal data from a child under 13, please contact us so we can remove that information.

## **11. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of changes by posting the new Privacy Policy on this page and updating the "Effective Date" at the top. Your continued use of the Website after any modification to this Privacy Policy will constitute your acknowledgment of the modifications and your consent to abide and be bound by the revised policy.

## **12. Contact Us**

If you have any questions about this Privacy Policy or our data practices, please contact us at:

Email: [info@zenithit.co.uk](mailto:info@zenithit.co.uk)

Phone: +44 1234 567890

Address: 123 Innovation Way, Birmingham, B1 1AA, UK