

# Privacy Policy

## 1. Scope

1.1 This Privacy Policy outlines how and when we may collect information about you when you visit this site.

1.2 By accessing or using this web site operated by Vicon Solutions (a trade name of Business and IT Ltd), you agree to the terms of the Privacy Policy, as outlined below.

## 2. Site operator

2.1 This site is operated by Vicon Solutions. Vicon Solutions is the data controller for any information collected on this site in accordance with the United Kingdom Data Protection Act.

## 3. Personal data and purpose

3.1 When you engage in certain activities on this site, such as subscribing to newsletters or down loading software, you will be asked to provide information about yourself by filling out and submitting an online form. It is completely optional for you to engage in these activities. If you elect to engage in these activities, however, Vicon Solutions may require that you provide personal information, such as your name, mailing address, email address, and other personal identifying information.

3.2 Vicon Solutions collects this information in order to record and support your participation in the activities you select. For example, if you select to receive newsletters you will need to supply us with your email address. We may also use information collected to provide you with information about Vicon Solutions products and services.

3.3 This site does not automatically capture or store personal data from visitors to the site, other than to log the user's IP address and session information such as the duration of the visit to the site and the nature of the browser used. This information is used only for administration of the site system and in the compilation of statistics used by us to assess the use of the site. The Information Advertising Bureau provides in depth information about cookies. The IAB site also tells you how to remove cookies from your browser. We may also use permanent cookies to store your preferences such as language and geographical region.

## 4. Information sharing

4.1 Vicon Solutions recognises its obligation to use this information in a responsible manner. When we collect information we will indicate which information is necessary in order for you to receive the service requested. Additionally we will indicate which information is "optional". When you provide information you will be given a preference as to whether you wish to enable Vicon Solutions to use your information to selectively to provide you with information about other Vicon Solutions services or products/services of third parties which we think may be of interest to you. If you indicate that you do not want your information to be used for these purposes we will honour your preference.

4.2 Vicon Solutions will never sell or give your information to a mailing company or sell your details on to a third party. We strongly believe that 'spam mail' is a nuisance and will only send you information from Vicon that we believe is relevant to your business.

## 5. Links to other sites

5.1 Vicon Solutions is not responsible for the content or privacy practices of non Vicon Solutions web sites to which any Vicon Solutions web site may link.

## 6. Contact information

6.1 Any queries regarding this policy or data we hold on you should be submitted in writing to [support@viconsolutions.co.uk](mailto:support@viconsolutions.co.uk).