

Privacy policy

WYSIWYG is committed to ensuring that your privacy is respected and protected, this policy outlines how we use any information given by clients or website users. Should we ask you to provide information by which you can be identified or is sensitive in any way, be assured that it will only be used in accordance with this privacy statement. WYSIWYG may amend and update this policy when needed, an up-to-date copy will always be available on our website.

What information we collect?

We may collect the following information:

- Your name
- Your email address and or telephone number
- Your company and position within it

Why do we need the information and what do we do with it?

- We may occasionally send information on services we offer to the provided email address
- If your telephone number is given when contacting us, we may call you to further explain an answer or provide help on your enquiry

How long do we keep the data?

- Where an enquiry or request for information is made for one of our products or services, your data will be held for the duration of two years.
- Where you have supplied your consent to receive future communications about our products and services, your information will be kept with us until you notify us that you no longer wish to receive this information. You have the right to withdraw consent at any time.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is downloaded, and the cookie helps analyse web traffic or lets you know when you visit a particular site. We use traffic log cookies to identify which pages and parts of the page are being used. This helps us improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide our clients and prospective clients with a better website. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies.

Protecting your information

We will not sell, distribute or lease your personal information to third parties unless required by law to do so, or it is agreed by you in order to provide you with a service.

Wherever we use third parties, we complete an adequacy check and ensure the company has data standards as high as ours and follows all guidance and laws.

Our internal systems are as secure as possible with a minimum access approach. All user accounts require two factor authentication.

You may request details of personal information which we hold about you under the Data Protection Act 2018. A small fee will be payable. If you would like a copy of the information held on you, please write to us.

If you believe that information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

WYSIWYG Computers Ltd, Dragon CoWorking, 7-8 New Road, Chatham, Kent, ME4 6BB