

# Privacy Policy

Dragon Laser Ltd takes seriously the privacy of those that visit our web site or contact us directly. We have established this Privacy Policy to communicate what information we collect and how that information is used and safeguarded.

By accessing this website ([www.dragonlaser.co.uk](http://www.dragonlaser.co.uk)), you acknowledge the terms and conditions expressed herein. We reserve the right to change this policy at our sole discretion and without notice.

## WHAT INFORMATION IS COLLECTED?

Dragon Laser Ltd does not collect personally identifiable information from visitors of our site unless submitted in the contact form. The following information is securely stored for our customers -: name, address, phone number, email address. You can find out what personal information we hold of you by making a 'Subject Access Request', free of charge. You can obtain a copy of the personal information we hold and process about you within a maximum of 30 days upon receipt of the request.

## WHEN IS INFORMATION COLLECTED?

We collect information from you when you voluntarily enter information on our site, email or phone us. This information generally includes, but not limited to, name, address, email address and telephone number.

Dragon Laser Limited does not collect any personally identifiable financial or health-related information. We do not intentionally collect information from children under the age of 16.

## HOW IS THE INFORMATION USED?

Personally identifiable information (PII) is collected for analysis to improve the content of the website and the services we provide customers.

Dragon Laser Ltd owns the collected information and will not sell, trade, or rent the information to others. We may use the information to continue contact with the user. This may include contact such as follow-up calls, e-mail correspondence, or mail correspondence to follow-up on the contact or to provide marketing information about promotions, new services, or important website changes.

## ARE "COOKIES" USED ON THE WEBSITE?

"Cookies" are small pieces of information that are placed on a web user's hard drive. We may use cookies to provide you with better service. Cookies are pieces of information that a Web site

transfers to your computer's hard disk for record-keeping purposes. Cookies can make the Web more useful by storing information about your preferences for a particular site. The use of cookies is an industry standard, and many major Web sites use them to provide useful features for their customers. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Most browsers are initially set to accept cookies. If you prefer, you can set your browser to refuse cookies. However, you may not be able to take full advantage of the functionality of the Dragon Laser Ltd site if you do so.

## THIRD PARTY DISCLOSURE

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or servicing you, so long as these parties agree to keep these information confidential. We may also release your information when we believe that it is appropriate to comply with the law, enforce our site policies, or protect ours or other's right, property, or safety.

## HOW IS PERSONALLY IDENTIFIABLE INFORMATION SAFEGUARDED?

Dragon Laser Ltd utilises industry standard methods and mechanisms such as firewalls, intrusion monitoring, and passwords to protect electronic information. Multiple physical security methods such as locking devices and 24 hour premise monitoring are also employed. Finally, access to PII is limited to a small number of personnel and on a need-to-know basis.

## LINKS TO OTHER WEB SITES

The Dragon Laser Ltd web site may contain links to other internet web sites. We neither control nor endorse external sites and are not responsible for the content of such sites. This policy does not cover the privacy policies and data collection practices of non-Dragon Laser Ltd web sites.

## HOW TO OPT OUT OF CORRESPONDENCE

Based on the information a user has provided, Dragon Laser Ltd may send e-mail correspondence to the user. Each correspondence will contain an easy means to opt out of further correspondence.