

## PRIVACY POLICY

DATE

DOCUMENT2

## MISSION STATEMENT

Empowering industries through digital innovation, Echo Base Digital Ltd is committed to transforming how organisations manage, harness, and utilise data. We deliver tailored project resources, strategic digital consultancy, and cutting-edge tools that streamline workflows, enhance information management, and enable data-driven decision-making. Through quality, compliance, and forward-thinking solutions, we help our clients achieve sustainable growth, operational efficiency, and competitive advantage in an increasingly digital world.

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### Company Information

Echo Base Digital Ltd  
Company Registration Number: 16045377

### Governing Law

This document and any disputes arising from it shall be governed by and construed in accordance with the laws of England and Wales.

### Contact Information

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Echo Base Digital Ltd  
Email: [info@echobasedigital.co.uk](mailto:info@echobasedigital.co.uk)

## REVISION HISTORY

Revision	Date	Revision Desc.	Orig by	Ckd by	Rev by	App by
P01	19/11/2024	First Issue	MN	MN	MN	MN

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## **EFFECTIVE DATE: 19/11/2024**

Echo Base Digital Ltd. ("we", "our", "us") is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [www.EchoBaseDigital.co.uk](http://www.EchoBaseDigital.co.uk) ("Website"). Please read this policy carefully to understand our practices regarding your personal data.

## **WHO WE ARE**

We are Echo Base Digital Ltd., a company registered in England.

Company Registration Number: 16045377

Email: [Info@EchoBaseDigital.co.uk](mailto:Info@EchoBaseDigital.co.uk)

We act as the Data Controller for the personal data collected through this Website.

## **WHAT INFORMATION WE COLLECT**

We may collect and process the following categories of personal data:

### **INFORMATION YOU PROVIDE TO US:**

Name

Email address

Telephone number

Postal address

Payment information (where applicable)

Any other information you provide when completing forms or contacting us

### **INFORMATION WE COLLECT AUTOMATICALLY:**

IP address

Browser type and version

Operating system

Pages you visit and how long you spend on them

Referring website (where applicable)

### **INFORMATION FROM THIRD PARTIES:**

We may receive personal data from third-party services, such as payment processors or analytics providers, in accordance with their terms and your consent.

## **HOW WE USE YOUR INFORMATION**

We process your personal data for the following purposes:

To provide and manage access to the Website

To respond to your enquiries or support requests

Privacy Policy

To process payments and deliver products or services

To personalise your experience on the Website

To send marketing communications (where permitted)

To comply with legal obligations

We will only process your personal data where we have a lawful basis, such as your consent, a contract, or a legitimate interest.

## HOW WE SHARE YOUR INFORMATION

We do not sell your personal data. However, we may share your data with:

Service providers (e.g., payment processors, hosting providers)

Law enforcement or regulatory bodies (where required by law)

Third parties in connection with a business transfer (e.g., mergers or acquisitions)

## YOUR RIGHTS

Under data protection laws, you have the following rights:

**Right to Access:** Request a copy of the personal data we hold about you.

**Right to Rectification:** Correct any inaccurate or incomplete data we hold.

**Right to Erasure:** Request that we delete your personal data (subject to legal requirements).

**Right to Restriction:** Request that we limit processing of your personal data.

**Right to Data Portability:** Request to receive your personal data in a machine-readable format.

**Right to Object:** Object to processing based on legitimate interests or for direct marketing purposes.

**Right to Withdraw Consent:** Withdraw your consent where processing is based on consent.

To exercise these rights, please contact us at [Insert Email Address]. You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) ([www.ico.org.uk](http://www.ico.org.uk)).

## HOW LONG WE KEEP YOUR INFORMATION

We will only retain your personal data for as long as necessary to fulfil the purposes outlined in this policy, or as required by law.

## HOW WE PROTECT YOUR INFORMATION

We implement appropriate technical and organisational measures to safeguard your personal data from unauthorised access, disclosure, or loss. However, no method of online transmission or storage is completely secure.

## COOKIES AND TRACKING TECHNOLOGIES

Our Website uses cookies and similar technologies to enhance your experience and gather usage data. For detailed information, please review our [Cookie Policy](Insert Cookie Policy URL).

## THIRD-PARTY LINKS

Our Website may contain links to third-party websites. We are not responsible for the privacy practices or content of these websites. We recommend reviewing their privacy policies.

## CHILDREN'S PRIVACY

Our Website is not intended for children under the age of 16. We do not knowingly collect personal data from children. If you believe we have collected data from a child, please contact us immediately.

## CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. Any changes will be posted on this page with the "Effective Date". It is your responsibility to review this policy periodically.

## CONTACT US

If you have any questions about this Privacy Policy or how your personal data is handled, please contact us:

Email: [Info@EchoBaseDigital.co.uk](mailto:Info@EchoBaseDigital.co.uk)

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