



## **Privacy Policy:**

### **1. Introduction**

GradPro Limited, trading as GradPro, ("we", "us", "our") is committed to protecting and respecting your privacy. This privacy policy ("Policy") explains how we collect, use, disclose, and safeguard your information when you visit our website [www.gradpro.co.uk](http://www.gradpro.co.uk) (the "Site") and use our services.

By using our Site, you agree to the collection and use of information in accordance with this Policy. If you do not agree with this Policy, please do not use our Site.

### **2. Information We Collect**

We may collect and process the following data about you:

2.1 Personal Information: Information that can be used to identify you, including but not limited to your name, email address, phone number, postal address, and payment details.

2.2 Non-Personal Information: Information that cannot be used to identify you, including but not limited to your browser type, device type, and IP address.

2.3 Usage Data: Information about how you use our Site, including the pages you visit, the time and date of your visit, and the time spent on those pages.

### **3. How We Collect Information**

We collect information in the following ways:

3.1 Directly from You: When you fill out forms on our Site, register for an account, subscribe to our services, or contact us.

3.2 Automatically: Through cookies and similar technologies that track your use of our Site.

3.3 From Third Parties: Information we receive from third-party services that you use to access our Site (e.g., social media logins).

#### **4. How We Use Your Information**

We use the information we collect for various purposes, including:

- 4.1 To provide, operate, and maintain our Site and services.
- 4.2 To improve, personalize, and expand our Site and services.
- 4.3 To process transactions and manage your account.
- 4.4 To communicate with you, including sending you updates, newsletters, and promotional materials.
- 4.5 To monitor and analyze usage and trends to improve your experience.
- 4.6 To comply with legal obligations and protect our rights.

#### **5. Sharing Your Information**

We may share your information with third parties in the following circumstances:

- 5.1 With Service Providers: We may share your information with third-party service providers who perform services on our behalf.
- 5.2 For Legal Reasons: We may disclose your information if required to do so by law or in response to valid requests by public authorities.
- 5.3 Business Transfers: In the event of a merger, acquisition, or sale of assets, your information may be transferred as part of the transaction.

#### **6. Data Security**

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, use, or disclosure. However, no method of transmission over the Internet or method of electronic storage is 100% secure.

#### **7. Your Rights**

You have the following rights regarding your personal information:

- 7.1 Access: You have the right to request access to the personal information we hold about you.
- 7.2 Rectification: You have the right to request that we correct any inaccuracies in your personal information.
- 7.3 Erasure: You have the right to request that we delete your personal information under certain circumstances.

7.4 Restriction: You have the right to request that we restrict the processing of your personal information.

7.5 Data Portability: You have the right to request a copy of your personal information in a structured, commonly used, and machine-readable format.

7.6 Objection: You have the right to object to the processing of your personal information.

To exercise any of these rights, please contact us using the contact information provided below.

### **8. Cookies and Tracking Technologies**

Our Site uses cookies and similar tracking technologies to enhance your experience. You can control the use of cookies through your browser settings. For more information, please see our [Cookie Policy](link to cookie policy).

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

Our Site may contain links to third-party websites. We are not responsible for the privacy practices or content of these third-party sites. We encourage you to read the privacy policies of any third-party sites you visit.

### **10. Changes to This Policy**

We may update this Policy from time to time. Any changes will be posted on this page with an updated effective date. Your continued use of the Site after any changes indicates your acceptance of the new Policy.

### **11. Contact Us**

If you have any questions about this Policy, please contact us at:

GradPro

Email: [julie@gradpro.co.uk](mailto:julie@gradpro.co.uk)

Phone: +44 7762 782056