
PRIVACY POLICY

This Privacy Policy (“Policy”) applies to you (“User”, “you” or “your”) as a User of the website located at easthouse.io (the “Website” or “Site”) and any of our related products or services. By using our website, products and services you agree to the use of your information in accordance with this Policy.

Easthouse Software Ltd is committed to protecting the privacy of all customers, clients and users of our website and services. This privacy policy explains our information collection and disclosure practices and goes into detail about:

- Scope
- Who we are
- What information we collect about you
- How we might use, store and share that information
- Your rights and choices in relation to that personal information

1. Scope

This policy covers the software delivery services offered by Easthouse Software Ltd and the personal information we collect as a result of the provision of those services.

2. Who we are

Easthouse Software Ltd is a software business that uses third party development teams to deliver software solutions.

3. Personal information you provide to us

While using our service, we may ask you to provide us with certain personally identifiable information (“Personal Information”) that can be used to identify you. The Personal Information we collect includes:

- a. **Identity Information** – Including first name, last name, title, phone number including country code, government Identification document
- b. **Contact Information** – email address and telephone number
- c. **Transaction Information** – billing address and payment information that may include payment card details
- d. **Usage Information**– including some information about how you use our website and services

4. How and why we use your personal information

In using our services, you are likely to provide us with some or all of the personal information described above. When making an enquiry using the contact form on the website you are likely to provide us with identity information which will be used to respond to you.

When you request marketing material to be sent to you or provide consent for us to send you marketing material (e.g. by signing up to our newsletter on the website), we will use your identity information in order to process your request.

Other examples of when we use your personal information include:

- Processing or collecting feedback on our services;
- To provide and maintain our service, including to monitor the usage of our service;
- For the performance of a contract including the development, compliance and undertaking of any contract you may make with us through the service;
- To contact you: To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication;
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about unless you have opted not to receive such information;
- To manage any requests you make to us.

In order to help you protect yourself and your information, we encourage you to provide only the information that is necessary for using our services.

5. Third parties who may process your personal information on our behalf

We sometimes use the services of third parties in order to help us process your information from time to time. These third parties help us to carry out a range of functions safely and effectively. Your personal information is shared with these third parties only when strictly necessary in order to help us deliver our services to you.

Infrastructure	Personal information collected or shared	Purpose
Google Analytics (Privacy Policy)	<ul style="list-style-type: none"> ● Email address ● How you use our site ● Cookies 	<ul style="list-style-type: none"> ● To track how visitors to our site use our site and provide us with statistical data
Wix (Privacy Policy)	<ul style="list-style-type: none"> ● Name ● Email address ● Phone ● Company ● Product 	<ul style="list-style-type: none"> ● To provide our website to you ● To allow visitors to contact us and request a service

Dropbox (Privacy Policy)	<ul style="list-style-type: none"> • Client documents • Supplier documents • Sub-contractor documents 	<ul style="list-style-type: none"> • To store and keep data secure
Flock (Privacy Policy)	<ul style="list-style-type: none"> • Name • Email address 	<ul style="list-style-type: none"> • To communicate with our teams and clients
E-Sign (Privacy Policy)	<ul style="list-style-type: none"> • Name • Email address • Signature 	<ul style="list-style-type: none"> • To provide an electronic signature solution • To sign contracts, approvals and other agreements
LinkedIN (Privacy Policy)	<ul style="list-style-type: none"> • Name • Email address 	<ul style="list-style-type: none"> • To create brand awareness • To network with potential clients

6. Cookies and tracking technologies

We and our third-party partners use cookies and similar tracking technologies to collect and use personal information about you. We use only the cookies necessary to run, improve and provide a good service to you. You can turn off cookies in the settings of your browser however this may affect some of the services we provide to you. For further information about the types of cookies and tracking technologies we use, why and how you can control them please see below.

We use the following cookies:

- Strictly necessary cookies. These cookies are required for the operation of our website. For example, they allow us to display our website in the proper format and language, enable you to log into secure areas of our website and make use of e-billing services.
- Analytical/performance cookies. These cookies allow us to collect information about how visitors use our website, how long visitors spend on our website and website traffic. This helps us to improve the way our website works. For example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These cookies are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences. For example, to save user language preferences.

To find out more about cookies in general, you can visit: [www.all aboutcookies.org](http://www.allaboutcookies.org).

You can read more information about some of the specific cookies we use below.

7. Monitoring and recording communications

We may monitor communications such as emails and telephone calls for quality assurance, training, fraud prevention and compliance purposes.

8. How long your personal information will be held for

We hold your personal information only where we have an ongoing legitimate basis or legal need to do so. The length of time we hold personal information depends upon the purpose for which it was collected.

We will process your personal information where we have your consent, where collection and processing is necessary to comply with legal or regulatory obligations or where collection or processing is necessary for our legitimate business interests such as providing the service we offer to you.

When we no longer have a legitimate reason to process your personal information, we will either delete it or anonymise it.

9. Keeping your information secure

We have appropriate security measures in place to prevent personal information from accidental loss, unlawful access or any unauthorised use. We ensure that in providing our services to you, your information is only processed in an authorised manner and offered the appropriate protection at all times whilst it is under our control.

10. Your rights and choices

Under the UK General Data Protection Regulation, you have a number of important rights and choices as to how your personal information is treated:

- You can ask for copies of your personal information;
- You can ask us to rectify inaccurate or incomplete personal information;
- You can ask us to erase your personal information;
- You can ask us not to use your personal information for marketing;
- You can ask us to restrict the processing of your personal information;
- You can object to the processing of your personal information;
- You can ask that we transfer your personal information to another organisation or to you
- You can complain about our processing of your personal information; and
- To the extent that the legal basis of our processing of your personal information is consent, you can withdraw that consent.

These rights are subject to certain limitations and exceptions. You can learn more about the rights of data subjects [here](#).

11. Changes to this policy

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you are happy with any changes to this policy. If you do not agree to the changes or how we use your personal information, you should stop using our services and get in contact with us to delete your account and personal information.

We may notify you of significant changes to this policy by email.

12. Our details

Email: Freddie@easthouse.io

Phone: 07946072814