



Website disclaimer

The information contained in this website is for general information purposes only.

The information is provided by Synchro Software Ltd ("Synchro" OR "We") and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Every effort is made to keep the website up and running smoothly. However, Synchro takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Pricing & Taxes

Product prices are listed excluding any taxes. On the checkout page we calculate and charge UK VAT by default. If you select the country in which you are located as other than the UK but within the EU you will have the option of validating an EU VAT number in order to remove the VAT. If you select the country in which you are located as a non-EU country then you will not be charged tax at checkout.

In all circumstances you remain responsible for paying all taxes and charges required by any and all jurisdictions within which you make a purchase from this website.

We aim to ensure that prices are correct at time of publication, however they may be amended without notice. Despite our best efforts mispricing may occasionally occur. We will verify pricing when processing your order. If we have made a mistake and a product's correct price is different from the price on the

website, we may either contact you before dispatch to request whether you want to buy the product at the correct price or cancel your order.

You may pay in GBP (£), EUR (€), or USD (\$) by selecting the desired currency at checkout. Our prices are generally fixed in each currency rather than recalculated based on current exchange rates. Your choice of currency is independent of the tax calculation. The default currency in which pricing is displayed is dependent on the location associated with your IP address.

Business Privacy Policy

This privacy policy sets out how Synchro Software Ltd (“Synchro” OR “We”) uses and protects any information that you enter when you use this website.

Synchro is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Synchro may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 November 2017.

What we collect

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or

mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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 added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and 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 you with a better website, by enabling us to monitor which pages you find useful and which you do not. 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. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [email address]

We will **not** sell, distribute or lease your personal information to third parties unless we have your specific permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998 as amended from May 2018 by the EU General Data Protection Regulations (GDPR) . A small fee may be payable. If you would like a copy of the information held on you please write to Synchro Software Ltd, 7 The Courtyard, Buntsford Drive, Buntsford Gate, Bromsgrove, B60 3DJ, United Kingdom.

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