



Data Privacy Policy

BACKGROUND:

Beebot AI Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, www.beebotai.com ("Our Site") and we only collect and use your personal data as described in this Privacy Policy. Any personal data we collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it.

1. Information About Us

Our Site is operated by Beebot AI

Main trading address: Buxton House, Cranford Avenue, Sale M33 2AU.

2. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

3. What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. What Are My Rights?

Under the Data Protection Legislation, you have the rights detailed below, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Section 13.
- b) The right to access the personal data we hold about you. Section 11 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Section 13 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Section 13 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.

- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling.
- j) For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Section 13.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner’s Office.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. However, we would welcome the opportunity to resolve your concerns ourselves, so please contact us first, using the details in Section 13.

5. What Personal Data Do You Collect and How?

Depending upon your use of our Site we may collect and hold some or all of the personal data detailed in the table below, collecting the data in the methods also detailed within the table.

Data collected	How we collect the data
Identity Information which may include: <ul style="list-style-type: none"> - Name - Title 	We may collect this data using the following methods: <ul style="list-style-type: none"> - Collected during your visit to our site through use of a Contact Form - Recording details on a Contact Form during a verbal or email enquiry
Contact Information which may include: <ul style="list-style-type: none"> - Email - Address - Telephone number 	
Business Information which may include: <ul style="list-style-type: none"> - Business name - Job title 	
Profile Information which may include: <ul style="list-style-type: none"> - Preferences - Interests 	

<p>Data from third parties which may include:</p> <ul style="list-style-type: none"> - Identity information - Contact information - Profile information - End Customer Payment information 	<p>Information obtained from:</p> <ul style="list-style-type: none"> - Where we are providing a service to a Customer, certain Employee and End Customer information may be supplied to us by our Customer - Reputable Third-Party Business Contact Directory and Services for marketing purposes This data is sourced and processed on a Legitimate Interest basis, in compliance with legal requirements and best-practice guidelines.
<p>Technical Information which may include:</p> <ul style="list-style-type: none"> - Login details - IP address - Browser user agent string 	<p>This information may be captured and stored electronically during your visit to our site in accordance with this Policy</p>

6. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we may use your personal data, and our lawful basis for doing so:

What we do	What data we use	Our lawful basis
Registering you on our Site	Identity; Contact; Business	The lawful basis under the Data Protection Legislation that allows us to use such information is article 6(1)(f) of the UK GDPR which allows us to process personal data when it is necessary for the purposes of our legitimate interests, in this case, the proper operation and functionality of our Site for the provision of our services to our Customers.
Providing and managing your Account and your access to it	Identity; Contact; Business; Profile	
Administering our Site	Identity; Contact; Business; Profile	
Supplying and configuring our services to your personalised needs	Identity; Contact; Business; Profile	
Communicating with you by email with information that you have opted in to receive. Note: you may opt-out at any time.	Identity; Contact; Business; Profile	Our lawful basis for using your personal data will be article 6(1) (a) of the UK GDPR, which allows us to use your personal data with your consent for a particular purpose or purposes

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message or post with information, news, and offers on our products or services. You will not be sent any unlawful marketing or spam. We will

always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

7. How and Where Do You Store My Data?

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

Personal data security is essential to us, and to protect personal data, we take the following measures:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality.
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we are legally required to do so;
- We do not hold any sensitive personal information and use appropriate technical steps to protect your data such as encryption where appropriate.

8. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes other than storage on an email and/or web hosting servers used in the delivery of our Services.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

9. How Can I Control My Personal Data?

1. In addition to your rights under the Data Protection Legislation, set out in Section 4, when you submit personal data via our Site, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails and at the point of providing your details).
2. You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

10. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in

Section 13.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

11. How Do You Use Cookies?

Our Site may place and access certain first-party Cookies on your computer or device. All Cookies used by and on our Site are used in accordance with current Cookie Law For further information, visit www.allaboutcookies.org.

First-party Cookies are those placed directly by us and are used only by us. We use Cookies to facilitate and improve your experience of our Site and to provide and improve our services We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

By using our Site, you may also receive certain **Third-party Cookies** on your computer or device. Third-party Cookies are those placed by websites, services, and/or parties other than us. Third-party Cookies are used on our Site for functional purposes only and Google Analytics. These Cookies are not integral to the functioning of our Site and your use and experience of our Site will not be impaired by refusing consent to them.

If you leave a comment on our site, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select “Remember Me”, your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Articles on our site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Google Analytics Cookies – We’d like to set analytic cookies to help us improve our website by collecting and reporting information on how to use it. The cookies collect information in a way that does not directly identify anyone.

12. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of the Data Privacy Manager):

Email address: info@beebotai.com

Telephone number: 0333 090 6968

Postal Address: Buxton House, Cranford Avenue, Sale M33 2AU.

13. **Changes to this Privacy Policy**

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our Site following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 01/11/2021.