

# Privacy policy

C3 is the trading name for Computer & Communications Co. Ltd  
Company registration No 2488641

This privacy policy explains how we use any personal information we collect about you.

## What information do we collect about you?

We collect information about you when you register with us or place an order for products or services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

## How will we use the information about you?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. We use your information collected from the website to personalise your repeat visits to our website. C3 will never share your information for marketing purposes with any other companies. In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

## How we store your information?

All data and information provided to C3 by customers is treated as confidential in accordance with the requirements of the General Data Protection Regulation 2016/679 and is protected by using a centrally located password protected Server which is housed in a secure onsite data center.

## Marketing

If you have consented to receive marketing, we would like to send you information about our products and services which may be of interest to you. You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please go to our unsubscribe link on our webpage.

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email

[Privacy@c3.co.uk](mailto:Privacy@c3.co.uk) or write to us at the following address. We may make a small charge for this service.

**C3, Stirling House, Cambridge Innovation Park, Denny End Road, Waterbeach, Cambridge, CB25 9PB**

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### Cookies

A 'cookie' is a very small piece of information in the form of a text file placed on your computer hard drive by lots of the websites that you visit. 'Cookies' allow us to help you get the best out of your visit to the website and improve your user experience, for instance by remembering that you have visited before. They can also be used to make sure that any advertising you see is relevant to you.

For further information see our Cookie policy or visit [www.aboutcookies.org](http://www.aboutcookies.org)

We do not use 'cookies' to retrieve personal information about you from your computer. We will only gain such information if you have knowingly and willingly provided such information to us through the completion of a 'contact us page'.

### Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated May 2018.

### How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email [Privacy@c3.co.uk](mailto:Privacy@c3.co.uk)

By Post: C3, Stirling House, Cambridge Innovation Park, Denny End Road,  
Waterbeach, Cambridge, CB25 9PB