



## **NEW PRIVACY & DATA PROTECTION POLICY according to:**

European General Data Protection Regulation (GDPR) from May 25th, 2018

### ***Respecting your privacy:***

Altea Moraira Computers, S.L.U. understands the importance of protecting your right to privacy of your personal information. We have policies and appropriate procedures in place to ensure that all personal information, no matter how or where it is obtained, is handled sensitively, securely, and as required by the law. We are committed to set clear standards for the collection, access, storage and use of personal information, which may be obtained as part of our business operations.

### ***What personal information do we collect and store?***

Personal information generally includes any information that can be used to personally identify you in order to provide goods and services to you, such as: name, residential or business address including post codes, telephone number, email address, gender, proof of identity, such as drivers license or passport, bank account numbers, signature.

#### ***other information:***

In addition to this, we will ask you to give or show us additional information in order to properly identify you, we will require some proof of identity in order to pay with Credit Card, Debit Card. We may also collect information from you that is not personal information because it does not identify you personally. This information is normally retained with your personal information and may include: your shopping preferences and a list of goods and services you have purchased from AlmoComputers, product types, specifications, amount or other attributes of goods and services we have provided to you or may provide to you in the future. We also store information we require to deliver, service or fulfil warranty obligations for goods or services you bought at AlmoComputers, or information you provide to us via our customer service application, Email, Whatsapp, application forms, or directly to team members within our store in relation to our goods and services. As well as your marketing preferences, including the type of marketing materials you wish to receive and the method of delivery (Email, SMS, Whatsapp, or other).

By letting us into your inbox, you'll be among the first to know about our products, services, offers and sales.

### ***Why do we need to collect your personal information?***

The personal information that we ask for is generally used to provide goods or services to you, advising you of new goods and services, enabling you to take part in promotions and special offers, which might interest you, communicating and responding to questions and complaints raised and to provide you with information or advice. Also to enable you to participate in our business activities, including: creating and fulfilling orders, home deliveries, providing you with order status updates, transaction records, agreements for the sale of goods or services and tax invoices, fulfilling our obligations to you for the goods and services that you have purchased or requested from us. As well as providing your personal information to third parties who assist us in providing goods and services you have requested, such as third party service providers.

### ***Who do we disclose your personal information to?***

We will not share, sell, or disclose your information other than as described in this Privacy & Data Protection Policy.

In order to provide you with superior goods and services, we may need to disclose your personal information to third parties. As such your personal information may need to be disclosed to: our team members, internet and mobile service providers that you have requested, IT systems administrators, mailing houses, couriers, and payment gateway providers, business advisers such as accountants, auditors, lawyers or other professional service providers, other third parties with whom we have commercial relationships, for business, marketing and related purposes.

Our company takes measures to ensure your personal information is protected from unauthorized access, loss, misuse, disclosure or alteration. We also take measures to destroy personal information when it is no longer required. You have the right to tell us that you do not want us to send information to you other than for the main purpose for which we have collected your personal details.

### ***If we are unable to collect your personal information:***

Generally, you have no obligation to provide any information requested by us. If you choose to withhold requested information we may not be able to provide you with the goods and services that depend on the collection of that information, particularly if the collection of that information is required by law, we may be unable to contact you to provide information about goods and services that you have purchased or requested from us, we may be unable to tailor the content of our marketing communications and thereby impacting your experience when shopping with us.

### ***Questions & Concerns:***

If you have any questions or comments, or if you want to update, delete, or change any Personal Information we hold, or you have a concern about the way in which we have handled any privacy matter, please send us a message: [info@almocomputer.com](mailto:info@almocomputer.com). You may also contact us by postal mail to our store address: AlmoComputers, Partida Cap Blanc 70 Local 4 Altea 03590 Alicante España

Thanks for taking the time to learn about AlmoComputer's legal policies. It's important. And this is how we protect your privacy & data. If you still have questions after reading them, please let us know: [info@almocomputer.com](mailto:info@almocomputer.com)

### ***Changes to this Policy:***

We may update this policy from time to time. The most recent version will be posted on our website. Privacy Policy last updated on May, 2018.

