

**x-Lab**



# Privacy Policy

## Website

Version V1.0

[hello@x-labsystems.com](mailto:hello@x-labsystems.com)

[x-labsystems.com](https://x-labsystems.com)

Company Number: 05995322



## Version History (Optional)

Version	Summary of Change
V0.1	Created
V1.0	Approved 11th May 2023
V1.1	Minor updates





## This Policy

This Privacy Policy describes how we collect, use, and disclose information that we obtain about visitors to our website [www.x-labsystems.com](http://www.x-labsystems.com) (the "Site").

## Information We Collect

We may collect information about you when you visit our Site or use our services. This information may include:

- Personal information such as your name, email address, and phone number, organisation you work for and job title, which you may provide us when you submit an inquiry to us.
- Non-personal information such as your IP address, browser type, operating system, and the pages you visit on our Site.

## How We Use Your Information

We may use the information we collect to:

- Provide and improve our services, such as responding to your inquiries and fulfilling your orders.
- Send you marketing communications about our products and services that may be of interest to you.
- Analyse how users interact with our Site and services in order to improve their functionality.

## How We Share Your Information

We do not share any data with any other organisations.

## Security

We take reasonable measures to protect the security of your information, including using industry-standard encryption technologies to transmit and store data. However, no method of transmission over the Internet or method of electronic storage is 100% secure.





## International Data Transfers

Your information may be transferred to and processed in countries other than the country in which you reside. By using our Site and services, you consent to the transfer of your information to these countries.

## Retention of Personal Data

X-Lab Ltd does not keep any records for longer than necessary and all records are destroyed confidentially once their retention period has been met, and the Organisation has made the decision that the records are no longer required.

Anyone who may have a concern about any aspect of their contact with X-Lab Ltd, or about the way their records have been managed, should contact [privacy@x-labsystems.com](mailto:privacy@x-labsystems.com)

If you have any concerns about how we handle your information you have a right to submit a complaint to the Information Commissioner's Office.

GDPR requires organisations to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available from:

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, SK9 5AF  
Telephone: 08456 306060  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our Site with the revised date. We encourage you to review this Privacy Policy periodically.





## Your Choices

You can opt out of receiving marketing communications from us at any time by contacting us directly.

## Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact us at

**Name:** X-Lab Limited

**Address:** Suite C10, Josephs Well, Hanover Walk, Leeds, United Kingdom, LS3 1AB

**Phone Number:** +44 113 226 5505

**Email:** [privacy@x-labsystems.com](mailto:privacy@x-labsystems.com)

