

# Koreti Ltd. Privacy Policy

## Controller

Koreti Ltd. is the controller and responsible for your personal data.

Our registered address is:

H3 The Fulcrum  
Vantage Way  
Poole  
Dorset BH12 4NU  
UK

## Cookies - control how we use your data on our website

Koreti Ltd uses Cookies to provide an improved User Experience.

Cookies are necessary to provide your User Experience, login (where appropriate), use advanced navigation features, and store your preferences.

Cookies can also be used for Analytical Purposes, where anonymous data about your visit is recorded and used to improve the website.

Koreti Ltd also uses Social Media Sharing icons, these allow you to easily share content with your network. These Social Media Sharing icons also use Cookies to record who has shared what content.

Koreti Ltd will use your preferences to provide the best content we can, and respect your privacy.

For further information regarding Koreti Ltd.'s Cookie Policy and use of Cookies, please see our Cookie Policy at [www.koreti.com/cookiepolicy/](http://www.koreti.com/cookiepolicy/)

## Data security

Koreti Ltd. stores the minimum amount of data necessary to provide your User Experience, honour contracts, and work on projects.

We have put in place appropriate security measures to prevent your data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your data to those employees, agents, contractors and other third parties who have a business need to know.

They will only process your data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## Subject Access Request (SAR) under the Data Protection Act 1998, and GDPR 2018

Koreti Ltd. stores the minimum amount of data necessary to honour contracts, and work on projects.

At any time, you can request a copy of the data we hold about you, or request to have all of the data we hold about you anonymised.

You may make a request verbally, or in writing (by letter or email) to: The Finance & HR Manager, at the address above, or to [accounts@koreti.com](mailto:accounts@koreti.com)

**What we need from you:**

You will not have to pay a fee to access your data or to exercise any of the other rights. However, Koreti Ltd. reserves the right to charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

Koreti Ltd. may need to request specific information from you to help us confirm your identity and ensure your right to access your data or to exercise any of your other rights.

This is a security measure to ensure that data is not disclosed to any person who has no right to receive it.

Koreti Ltd. may also contact you to ask you for further information in relation to your request to speed up our response.

Koreti Ltd. makes all reasonable efforts to respond to all legitimate requests within one month.

Occasionally, it may take longer than one month if your request is particularly complex or you have made a number of requests. In this case, Koreti Ltd. will notify you and keep you updated.