

## Website Privacy Notice

The notice sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this notice.

### **THE WEBSITE**

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

### **COOKIES**

Cookies are small pieces of text sent to your browser when you visit a site. They serve a variety of functions, like enabling us to remember certain information you provide to us as you navigate between pages on the Services. We use cookies for the following purposes:

- Authentication, Personalisation and Security.
- Performance and Analytics. Cookies help us analyse how our website is being accessed and used and enable us to track performance of the Services. For example, we use cookies to determine if you viewed a page or opened an email. This helps us provide you with information that you find interesting. We also use cookies to provide insights regarding your End Users and Your Sites' performance, such as page views, conversion rates, device information, visitor IP addresses and referral sites.
- Third Parties. Third Party Services may use cookies to help you sign into their services from our Services. We also may use third party cookies, such as Google Analytics, to assist with analysing performance. Any third party cookie usage is governed by the privacy policy of the third party placing the cookie.
- Opting Out. You can set your browser to not accept cookies, but this may limit your ability to use the Services. Currently we do not respond to DNT:1 signals from browsers visiting our Services. You can also opt out of receiving interest-based ads from certain ad networks here (or if located in the European Union, here).

We may modify this Cookie Policy from time to time, we will post the most current version on our web site.

### **CONTACT & COMMUNICATION**

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored

securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 1998.

This website and its owners use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if this was made clear to you and your express permission was granted when submitting any form to email process. Or whereby you the consumer have previously purchased from or enquired about purchasing from the company a product or service that the email newsletter relates to. This is by no means an entire list of your user rights regarding receiving email marketing material. Your details are not passed on to any third parties.

#### EXTERNAL LINKS

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

#### ADVERTS AND SPONSORED LINKS

This website will not contain sponsored links or adverts.

#### SOCIAL MEDIA PLATFORMS

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution regarding their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

**Our data promise: we will only store personal data that we need in order to contact you and provide any services you have requested.**

**Updated – 2<sup>nd</sup> February 2021**