



## **Website privacy statement October 2023 (V2.0)**

### **1. Introduction**

The privacy of our website visitors is very important to us, and we are committed to safeguarding it. This policy explains what we will do with your personal information. Consenting to our use of cookies in accordance with the terms of this policy when you visit our website permits us to use cookies every time you visit our website.

### **2. Collecting personal information**

The following types of personal information may be collected, stored, and used:

- a. information about your computer including your IP address, geographical location, browser type and version, and operating system;
- b. information about your visits to and use of this website including the referral source, length of visit, page views, and website navigation paths;
- c. information, such as your email address, that you enter when you request us to contact you;
- d. information that is generated while using our website, including when, how often, and under what circumstances you use it;
- e. information contained in any communications that you send to us by email or through our website, including its communication content and metadata;
- f. any other personal information that you send to us.

### **3. Using your personal information**

Personal information submitted to us through our website will be used for the purposes specified in this policy. We may use your personal information for the following:

- a. administering our website and business;
- b. sending you non-marketing commercial communications;
- c. sending you email notifications that you have specifically requested;
- d. sending you marketing communications relating to our business, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);

We will not, without your express consent, supply your personal information to any third party for their or any other third party's direct marketing.

#### **4. Disclosing personal information**

We may disclose your personal information:

- a. to the extent that we are required to do so by law;
- b. in connection with any ongoing or prospective legal proceedings;
- c. in order to establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- d. to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- e. to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this policy, we will not provide your personal information to third parties.

#### **5. Retaining personal information**

This Section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations regarding the retention and deletion of personal information.

Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Notwithstanding the other provisions of this section we will retain documents (including electronic documents) containing personal data:

- a. to the extent that we are required to do so by law;

#### **6. Security of your personal information**

We will take reasonable technical and organizational precautions to prevent the loss, misuse, or alteration of your personal information.

#### **7. Amendments**

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you understand any changes to this policy. We may notify you of changes to this policy by email.

## **8. Your rights**

You may instruct us to provide you with any personal information we hold about you.

We may withhold personal information that you request to the extent permitted by law.

You may instruct us at any time not to process your personal information for marketing purposes.

In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

## **9. Updating information**

Please let us know if the personal information that we hold about you needs to be corrected or updated.

## **10. Cookies**

Our website uses cookies. A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed. Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies. We use both session and persistent cookies on our website.

We use Google Analytics on our website to recognize a computer when a user visits the website / track users as they navigate the website, analyse the use of the website;

Most browsers allow you to refuse to accept or to delete cookies.