

## PRIVACY POLICY

Client Magnets Ltd. (**we** or **us**) are committed to protecting and respecting your privacy.

This policy (together with our <<Terms of Use>>) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By using our site or contacting us or order any goods or services from us, you are agreeing to the processing of your personal data in accordance with this policy.

For the purpose of the Data Protection Act 1998 (**Act**), the data controller is Client Magnets Ltd.

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- information that you provide by filling in forms on this site (**our site**). This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services. We may also ask you for information when you report a problem with our site.
- information that you provide to us when attending any of our events.
- if you contact us by post, email, telephone or otherwise, we may keep a record of that correspondence and we may process any information that you provide to us.
- we may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- details of transactions you carry out through our site and of the fulfilment of your orders.
- details of your visits to our site and the resources that you access.

### IP ADDRESSES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

### COOKIES

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Some of the cookies we use are essential for the site to operate.

If you register with us or if you continue to use our site, you agree to our use of cookies. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. We use cookies for the following purposes:

- estimate our audience size and usage pattern.
- store information about your preferences, and so allow us to customise our site and to provide you with offers that are targeted at your individual interests.
- speed up your searches.
- recognise you when you return to our site.
- allow you to use our site in a way that makes your browsing experience more convenient, for example, by allowing you to store items in an electronic shopping basket between visits. If you register with us or complete our online forms, we may use cookies to remember your details during your current visit, and any future visits provided the cookie was not deleted in the interim.

You can block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system may issue cookies as soon as you visit our site.

#### **WHERE WE STORE YOUR PERSONAL DATA**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (**EEA**). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Any personal data you provide to us through our site is stored on our secure servers. Any payment transactions through our site will be encrypted. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **USES MADE OF THE INFORMATION**

We use information held about you in the following ways:

- to ensure that content from our site is presented in the most effective manner for you and for your computer.
- to provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- to carry out our obligations arising from any contracts entered into between you and us.
- to allow you to participate in interactive features of our service, when you choose to do so.
- to notify you about changes to our service.

We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these.

If you do not want us to use your data in this way please email us at [info@clientmagnets.com](mailto:info@clientmagnets.com).

## **DISCLOSURE OF YOUR INFORMATION**

We may disclose your personal information to any member of our group from time to time, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

We may disclose your personal information to third parties:

- in the event that we propose to sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- if Client Magnets Ltd. or substantially all of its assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets.
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our <<Terms of Use>> or <<Terms of Supply>> or other agreements to which we are a party; or to protect our rights, property, or safety, or those of our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we

use to collect your data. You can also exercise the right at any time by contacting us at [info@clientmagnets.com](mailto:info@clientmagnets.com).

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### **ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee to meet our costs in providing you with details of the information we hold about you.

#### **CHANGES TO OUR PRIVACY POLICY**

We may amend this policy from time to time. Any changes we may make to this policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

#### **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@clientmagnets.com](mailto:info@clientmagnets.com).