

Global Business Information Limited

Privacy Policy

1. DEFINITIONS AND INTERPRETATION

(a) In this Privacy Policy any reference to:

- (i) **“Company”** means Global Business Information Limited (co. no. 09352195) whose registered office is at Charter House, 103-105 Leigh Road, Essex, SS9 1JL
- (ii) **“Cookie Policy”** means the Company’s cookie policy, a copy of which can be found on the Website
- (iii) **“Privacy Policy”** means this privacy policy
- (iv) **“Services”** means the services listed on the Website
- (v) **“Terms of Use”** means these Terms of Use of the Website and any documents referred to herein
- (vi) **“Website”** means this website www.globalbusinessinformation.com
- (vii) **“You”** means any visitor to the Website or user of the Services and **Your/Yourself** shall be construed accordingly

2. ABOUT THIS PRIVACY POLICY

- (b) This page explains how the Company uses/use Your personal information in connection with the Website.
- (c) This Privacy Policy forms part of the Terms of Use. The Company’s Cookies Policy forms part of this Privacy Policy. Please read all of these pages carefully before You start to use the Website. This Privacy Policy, the Cookie Policy and the Terms of Use are applicable to Your use of the Website and any information given to the Company by You.
- (d) The Website is provided by the Company, whose contact details can be found at the end of this Privacy Policy.

3. VARIATIONS

Please note that the Company may update this Privacy Policy from time to time without notice. Where the Company changes or amends this Privacy Policy, it will publish the updated Privacy Policy on the Website and/or otherwise notify You of them. Any changes will take effect immediately upon publication. The Company encourages You to review this Privacy Policy regularly.

4. INFORMATION THAT WE COLLECT

- (a) The Company collects information that You provide by filling in forms on our Website.
 - (i) If You contact the Company for any reason, the Company may keep a record of that correspondence, as well as details of Your query and the information that You provide to the Company.

- (ii) The Company may, from time to time, ask if You would like to complete surveys. If You choose to answer the survey questions the Company will keep a record of the responses that You provide.
 - (iii) The Company may review how You navigate the Website and what content You look at.
- (b) When You visit the Website the Company automatically collects information about Your visit such as:
 - (i) Client Information: information about the Internet domain and Internet address of the computer You are using and details of the geographical location of Your IP address.
 - (ii) Essential technical information: details of the page or service You are requesting, the type of browser and operating system You are using; and the date and time of Your access.
 - (iii) Nonessential technical information: the Internet address of any website from which You linked directly to our Websites.

5. HOW WE USE YOUR INFORMATION

- (a) In terms of the information that the Company automatically collects about Your visit:
 - (i) Client information is used to route the requested web page to Your computer for viewing.
 - (ii) Essential and nonessential technical information helps the Company respond to Your request in an appropriate format (or in a personalised manner) and helps the Company plan website improvements.
- (b) The Website will not work without routing information and essential technical information. Failure of Your browser to provide nonessential technical information will not prevent Your use of the Website but may prevent certain features from working.
- (c) The personal information that You provide when using the Website allows the Company to provide the Services, as well as enabling us to confirm Your identity and maintain Your account, and will be retained by the Company for the period of time that You are registered to use the Services.

6. WHO HAS ACCESS TO YOUR INFORMATION?

On registration Your personal information will be stored in the Company's database, which is managed by Acacia Asset Holdings Ltd (co. no. 03375155) trading as Swan Creative. The Company is able to access this database to see details of all subscribers who have chosen to receive the Services from the locations in which they operate, as well as details of the subscribers (and/or the organisations that they work for) who are physically based in these locations. These details are necessary to ensure that the Company can provide You with all of the services that You have requested.

When You register for any of the Services the personal information You provide is for the purposes of the Company. However, the Company may use third party processors to conduct research, process the information that it collects from You on our behalf for the purposes set out in this Privacy Policy, or to maintain the Website content on our behalf. The Company may also share Your personal information with third parties if the Company is under a duty to do so to comply with any legal obligation, or in order to protect the rights, property or safety of the Company's business, its customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection; and

successors in title or replacement operators of all or part of the Company's business.

7. SECURITY

The Company employs appropriate security measures to help protect Your personal information and guard against access by unauthorised persons. Information storage is on secure computers in a locked information centre and information is encrypted wherever possible. The Company undergoes periodic reviews of its security policies and procedures to ensure that our systems are secure and protected. However, as the transmission of information via the Internet is not complete secure the Company cannot guarantee the security of Your information transmitted to the Website and any transmission is at Your own risk.

8. THIRD PARTY WEBSITES

The Website may contain links to other websites over which the Company has no control, and the Company accepts no responsibility or liability for the operation or content of such websites. Please review the terms and conditions of other websites before using them.

9. YOUR RIGHTS

- (a) You may amend Your personal details, request a copy of the personal information the Company holds about You or request deletion of the personal information the Company holds at any time.
- (b) You may request a copy of the information that the Company holds about You at any time by contacting:

Mrs Catherine Bryant
catherine@globalbusinessinformation.com

- (c) If Your details do change, please let the Company know. You can amend Your personal details by contacting info@gbidocs.com.

10. COOKIE POLICY

- (a) Cookies are small files that are sent to Your computer's hard drive by the web server and they enable the Website to remember who You are. Information from cookies may include information relating to Your use of the Website, information about Your computer, such as IP address and browser type, and demographic data.
- (b) The cookies that Global Business Information Limited (co. no. 09352195) (**We/Us**) use are Google Analytics, cookies created when You access the Website, and expire automatically after two years. We use these cookies to collect and store information about how You navigate around the Website, the website you access the Website from, and how many times You visit the Website. This information helps Us to provide a better browsing experience for You.
- (c) The "Help" section on the menu bar of most internet browsers will tell You how to prevent Your browser from accepting new cookies, how to have the browser notify You when You receive a new cookie and how to disable cookies altogether. You can also manage Your cookies preference using the following links for some of the most popular internet browsers:

- Internet Explorer - <http://windows.microsoft.com/en-GB/windows7/Block-enable-or-allow-cookies>

- Google Chrome - https://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647&p=cpn_cookies
- Firefox - <http://support.mozilla.org/en-US/kb/Blocking%20cookies>

(d) To find out more about using Your browser settings to control cookies please visit: www.allaboutcookies.org.

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