

## **PRIVACY POLICY**

### **THE INFORMATION WE COLLECT**

We collect the following kinds of information from people visiting this website:

- Email enquiries via this website
- Site usage information, using cookies and page tagging techniques
- Personal information you give us to enable us to reply to your enquiries
- Personal information you provide to access downloads
- Personal information you provide when completing online forms

### **HOW WE USE YOUR INFORMATION**

Information collected by Astaris is used to:

- Improve the content and design of the website
- To personalise your experience
- To improve customer service
- To administer a contest, promotion, survey or other site feature

If you have 'opted in' to be contacted via the site

- Contact visitors with relevant and useful information relating to their specific interest
- Contact visitors to keep them up to date with Astaris business news and relevant industry news (visitors can opt out at any time)

We will never share your information with other organisations for marketing, market research or commercial purposes. We do not pass on your personal information to any other website.

### **OTHER WEBSITES**

This website contains links to and from websites of other organisations. This privacy policy applies only to this website.

When you go to another website, if you wish to know what it does with your information, read the privacy policy on that website. We do not pass on any of your personal information to other websites.

When you come to this website from another website, we may get personal information about you from the other website. You should read the privacy policy of websites you visit that link you to this website if you want to know about this. These policies will explain how they collect and use your personal information and if they pass this onto websites they link you to.

This website has links so you can use social networking websites (i.e. Twitter). These websites are not controlled by us. By using these links you accept the privacy policies of these websites.

### **DO WE USE COOKIES?**

Yes, Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognise your browser and capture and remember certain information.

We use cookies to help us remember and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly.

### **DO WE DISCLOSE ANY INFORMATION TO OUTSIDE PARTIES?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our

website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### **THIRD PARTY LINKS**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **CALIFORNIA ONLINE PRIVACY PROTECTION ACT COMPLIANCE**

Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act. We therefore will not distribute your personal information to outside parties without your consent.

### **CHILDRENS ONLINE PRIVACY PROTECTION ACT COMPLIANCE**

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

### **ONLINE PRIVACY POLICY ONLY**

This online privacy policy applies only to information collected through our website and not to information collected offline.

### **YOUR CONSENT**

By using our site, you consent to our online privacy policy.

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

If we decide to change our privacy policy, we will post those changes on this page, send an email notifying you of any changes, and/or update the Privacy Policy modification date below.

### **DATA PROTECTION NOTICE**

Under the Data Protection Act, we must protect any information collected from you. We use information technology tools and encryption software to protect your data, and keep strict security standards to prevent any unauthorised access to it.

### **ACCESS TO YOUR INFORMATION**

All personal information received is treated confidentially. By submitting personal information you agree to us processing your personal information, including sensitive personal information, for the purposes outlined below.

Personal data will be available to selected employees, contractors and service providers who are associated with Astaris in order for them to complete their responsibilities. Where we use the services of other organisations, they are contractually obliged to process your data securely and confidentially under our direction.

### **ASKING FOR INFORMATION**

Under the Data Protection Act you have the right to ask for a copy of the information Astaris holds about you. Requests should be made in writing to:

Ivan Spencer-Phillips  
Astaris  
Unit 9 Riverside Business Centre  
Brighton Road  
Shoreham By Sea  
BN43 6RE