

Privacy Policy

Exportmaster Systems Limited regards your privacy as important. Information we collect from you, where you choose to provide it to us, enables us to send you information about products and services in which you register an interest. By providing us with your information you consent to us processing it for this purpose. For the purposes of the Data Protection Act 1998 (**the Act**) the data controller is Exportmaster Systems Limited.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on our site www.exportmaster.co.uk (**our site**) or by corresponding with us by phone, email or otherwise. The information you give us may include your name, address, email address and phone number.
- **Information we collect about you.** With regard to each of your visits to our site, we may automatically collect the following information: your IP address, operating system and browser type. This is statistical data about browsing actions and patterns, and does not identify any individual.
- **Information we receive from other sources.** We may receive information about you if you use any other website we operate or other services we provide. We also work closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, analytics providers and search information providers) and may receive information about you from them.

USES MADE OF THE INFORMATION

We use the information held about you in the following ways:

- **Information you give to us.** We will use this information to carry out our obligations arising from any contracts entered into between you, your company and us and to provide you with the information, products and services you request from us, to notify you about changes to our range of products or services or to make suggestions and recommendations about them that may interest you, or to ensure that content from our site is presented in the most effective manner for you and for your computer.
- **Information we collect about you.** We will use this information:
 - to administer our site and for internal operations including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our website to ensure that content is presented in the most effective manner for you and for your computer;
 - as part of our efforts to maintain security standards;
 - to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
 - to make suggestions and recommendations to you and other users of our software, services and website about goods or services that may interest you or them.
- **Information we receive from other sources.** We may combine this information with the information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

HOW WE SHARE YOUR INFORMATION

The information we collect from you may be transferred in connection with operating our business, including to our related companies. It may also be processed by these companies and/or by our and their respective employees and service providers. By submitting personal data, you agree to this transfer, storing or processing of your personal data by us.

Where permitted by law we reserve the right to release personal data without your consent and/or without consulting you, when we believe that this is appropriate to comply with our legal obligations, to protect the security of our website and related technologies, to prevent and minimise the effects of fraud, and otherwise to protect our legitimate interests and/or the legitimate interests of our customers.

HOW WE STORE YOUR INFORMATION

We may store your information in hard copy or electronic format. It is possible that some of the information about you that we hold may be transferred to, and stored at, a destination outside the European Economic Area ('EEA') which may not provide the same level of protection as within the EEA. It may also be processed by personnel operating outside the EEA who work for us, one of our service providers or someone else. Any such transfers of personal data outside the EEA will comply with the requirements of the Data Protection Acts 1988 and 2003. By submitting your personal data, you agree to this transfer, storing or processing.

We retain your personal data for so long as is necessary with regard to the purposes for which it was collected or lawfully further processed, or for so long as may be necessary in light of our legal obligations.

KEEPING YOUR INFORMATION SAFE

We will take all steps we deem to be reasonably necessary to ensure that your information is treated securely and in accordance with this Privacy Policy. We seek to ensure that we keep your personal data accurate and up to date. However, you are responsible for informing us of any changes to your personal data and other information (such as a change in contact details).

While we take these steps to maintain the security of your information, you should be aware of the many information security risks that exist and take appropriate care to help safeguard your information. The nature of the internet is such that we cannot guarantee the security of the information you transmit to us electronically, and any transmission is at your own risk. We store information you provide to us on secure servers and deploy appropriate technical and organisational security measures in the storage and disclosure of your personal data to try to prevent unauthorised access or loss

You may revoke your consent to the processing of your data at any time by sending an email to dpo@exportmaster.co.uk You may ask us at any time for information about any personal data we hold about you, or ask us to correct or delete that information. Any access request may be subject to a fee of £10 to meet our costs in providing you with the details of the information we hold about you. Our site may, from time to time, contain links to the websites of our partner networks, and other export and international trade-related organisations. If you follow a link to any of these websites, please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Any changes we may make to our privacy policy in the future will be posted on this page and where appropriate notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.