

Privacy Policy

Protecting your personal details on our website

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Wattle Publishing Ltd (Registered number 07797541), whose registered office is at Third Floor 207 Regent Street LONDON W1B 3HH, knows that you care how information about you is used and shared and we appreciate your trust in us to do that carefully and sensibly. This notice describes our privacy policy and forms part of our website terms and conditions ("Website Terms").

By accepting our Website Terms or by visiting www.wattlepublishing.com ("the Website") you are accepting and consenting to the practices described in this Privacy Policy.

The Website is brought to you by Wattle Publishing Ltd. Wattle Publishing Ltd believes it is important to protect your Personal Data (as defined in the Data Protection Act 1998) and we are committed to protecting your privacy. This policy explains how we may collect Personal Data about you. It also explains some of the security measures we take to protect your Personal Data, and tells you certain things we will do and not do. You should read this policy in conjunction with the Website Terms.

When we first obtain Personal Data from you, or when you take a new service or product from us, we will give you the opportunity to tell us if you do or do not want to receive information from us about other services or products (as applicable). You can normally do this by ticking a box on an application form or contract. You may change your mind at any time by emailing us at the address below.

1. Collecting Information

1.1 We may collect Personal Data about you from a number of sources, including when you contact us with an enquiry or in response to a communication from us.

2. Using Your Personal Information

2.1. Personal Data about our customers is an important part of our business and we shall only use your Personal Data for the following purposes and shall not keep such Personal Data longer than is necessary to fulfil these purposes:

2.1.1. To help us to identify you when you contact us.

2.1.2. To provide you marketing communications.

2.1.3. To allow us to contact you in any way (including mail, email, telephone, visit, text or multimedia messages) about products and services offered by us and selected partners unless you have previously asked us not to do so.

2.1.4. We may monitor and record communications with you (including phone conversations and emails) for quality assurance and compliance.

2.2. We will not disclose your Personal Data to any third party except in accordance with this Privacy Policy.

- 2.3. We may allow other people and organisations to use Personal Data we hold about you in the following circumstances:
 - 2.3.1. If we, or substantially all of our assets, are acquired or are in the process of being acquired by a third party, in which case Personal Data held by us, about our customers, will be one of the transferred assets.
 - 2.3.2. If we have been legitimately asked to provide information for legal or regulatory purposes or as part of legal proceedings or prospective legal proceedings.
 - 2.3.3. We employ companies and individuals to perform functions on our behalf and we may disclose your Personal Data to these parties for the purposes set out in clause 2.1 or, for example, for fulfilling orders, delivering packages, sending postal mail and email, removing repetitive information from customer lists, analysing data, providing marketing assistance, providing search results and links (including paid listings and links) and providing customer service. Those parties are bound by strict contractual provisions with us and only have access to Personal Data needed to perform their functions, and may not use it for other purposes. Further, they must process the Personal Data in accordance with this Privacy Policy and as permitted by the Data Protection Act 1998. From time to time, these other people and organisations to whom we may pass your Personal Data may be outside the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this Privacy Policy and the Data Protection Act 1998.
- 2.4. Where you give us Personal Data on behalf of someone else, you confirm that you have provided them with the information set out in this Privacy Policy and that they have not objected to such use of their Personal Data.

3. Protecting Information

We have strict security measures to protect Personal Data. We maintain physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of personally identifiable customer information. Our security procedures mean that we may occasionally request proof of identity before we disclose personal information to you.

4. The Internet

- 4.1. If you communicate with us using the Internet, we may occasionally email you about our services and products. You can always send us an email (at the address set out below) at any time if you no longer want us to contact you.
- 4.2. Please remember that communications over the Internet, such as emails and webmails (messages sent through a website), are not secure unless they have been encrypted. Your communications may go through a number of countries before they are delivered - this is the nature of the Internet. We cannot accept responsibility for any unauthorised access or loss of Personal Data that is beyond our control.
- 4.3. We may use 'cookies' to monitor how people use our site. This helps us to understand how our customers and potential customers use our website so we can develop and improve the design, layout and function of the sites. A cookie is a piece of information that is stored on your computer's hard drive through your browser, to recognise your browser and which records how you have used a website. This means that when you go back to that website, it can give you tailored options based on the information it has stored about your last visit. You can normally alter the settings of your browser to prevent it from accepting cookies.
- 4.4. If you do not want us to use cookies in your browser, you can set your browser to reject

cookies or to tell you when a website tries to put a cookie on your computer. However, you may not be able to use some of the products or services on our website without cookies.

5. Links

- 5.1. The Website may include third-party advertising and links to other websites. We do not provide any personally identifiable customer Personal Data to these advertisers or third-party websites.
- 5.2. We exclude all liability for loss that you may incur when using these third party websites.

6. Further Information

- 6.1. If you would like any more information or you have any comments about our Privacy Policy, please either write to us at Data Protection Manager, Wattle Publishing Ltd, Third Floor 207 Regent Street LONDON W1B 3HH, or email us at enquiries@wattlepublishing.com.
- 6.2. We may amend this Privacy Policy from time to time without notice to you, in which case, we will publish the amended version on the Website. You confirm that we shall not be liable to you or any third party for any change to this Privacy Policy from time to time. It is your responsibility to check regularly to determine whether this Privacy Policy has changed.
- 6.3. You can ask us for a copy of this Privacy Policy and of any amended Privacy Policy by writing to the above address or by emailing us at enquiries@wattlepublishing.com. This Privacy Policy applies to Personal Data we hold about individuals. It does not apply to information we hold about companies and other organisations.
- 6.4. If you would like access to the Personal Data that we hold about you, you can do this by emailing us at enquiries@wattlepublishing.com or writing to us at the address noted above. There may be a nominal charge to cover administrative costs.
- 6.5. We aim to keep the Personal Data we hold about you accurate and up to date. If you tell us that we are holding any inaccurate Personal Data about you, we will delete it or correct it promptly. Please email us at enquiries@wattlepublishing.com or write to us at the address above to update your Personal Data.