

Copyright

The contents of this website, such as text, graphics, images, logos, button icons, software and other website content (collectively, "Content"), are protected under copyright, trademark and other laws. All Content is the property of Inspirio or its content suppliers or clients. The compilation (meaning the collection, arrangement and assembly) of all content on this website is the exclusive property of Inspirio and protected by copyright laws. Unauthorized use of the Content may violate copyright, trademark, and other laws. You may not sell or modify the Content or reproduce, display, distribute, or otherwise use the Content in any way for any public or commercial purpose. The use of the Content on any other web site or in a networked computer environment for any purpose is prohibited.

Privacy policy

Inspirio is committed to respecting the privacy of users of our website. This privacy policy governs the manner in which Inspirio uses, maintains and discloses information collected from users of the website. Personal information gathered by Inspirio must be dealt with properly, and there are safeguards to ensure this in the Data Protection Act 1998. Inspirio regards the lawful and correct treatment of personal information as very important and therefore ensures that personal information is treated lawfully and correctly. To this end Inspirio fully endorses and adheres to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes,
- shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed,
- shall be accurate and, where necessary, kept up to date,
- shall not be kept for longer than is necessary for that purpose or those purposes,
- shall be processed in accordance with the rights of data subjects under the Act,
- appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data,
- shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Inspirio will, through appropriate management, strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information,
- meet its legal obligations to specify the purposes for which information is used,
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements,
- ensure the quality of information used,
- apply strict checks to determine the length of time information is held,
- ensure that the rights of people about whom information is held, can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken, the right of access to one's personal information, the right to prevent processing in certain circumstances and

the right to correct, rectify, block or erase information which is regarded as wrong information),

- take appropriate technical and organisational security measures to safeguard personal information,
- ensure that personal information is not transferred abroad without suitable safeguards,
- treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- set out clear procedures for responding to requests for information.

In addition, Inspirio will ensure that:

- there is someone with specific responsibility for Data Protection. Inspirio's Data Protection Officer can be contacted at rob@inspirio.co.uk
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice,
- everyone managing and handling personal information is appropriately trained to do so,
- everyone managing and handling personal information is appropriately supervised,
- anybody wanting to make enquiries about handling personal information knows what to do,
- queries about handling personal information are promptly and courteously dealt with,
- methods of handling personal information are clearly described,
- a regular review and audit is made of the way personal information is held, managed and used,
- methods of handling personal information are regularly assessed and evaluated,
- performance with handling personal information is regularly assessed and evaluated,
- a breach of the rules and procedures identified in this policy by a member of staff may lead to disciplinary action being taken,

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

Information we collect

Inspirio may request or collect personal information from users of our website in a variety of ways, including through online forms and other instances where users are invited to volunteer information.

Such information may include:

Your name, position and company

E-mail address

Postal address

Telephone number

URL

You have the opportunity to submit information relating to your company that does not personally identify an individual. The Data Protection Act states that no obligations under the Act arise where the information relates to businesses, companies or other organisations, although if you are a sole trader, the obligations of the Act do apply. In any event, all data and information we collect and hold is treated as though the Act applied.

Technical Data we collect

We may also collect information on how users access the website by using a tracking ID unique to each user through the use of cookies.

What are cookies?

A cookie is a piece of data stored on the user's computer tied to information about the user. Inspirio may use both session ID cookies and persistent cookies. For session ID cookies, once you close your browser or log out, the cookie terminates and is erased. A persistent cookie is a small text file stored on your computer's hard drive for an extended period of time. Your browser's help file contains information and instructions for removing persistent cookies. Session ID cookies may be used by us to track user preferences while the user is visiting the website. They also help to minimise load times and save on server processing. Persistent cookies may be used by us to store, for example, whether

or not you want our website to remember a password or other such information. Cookies used on the Inspirio website do not contain personally identifiable information.

Log files

This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. Please note, however, that none of the information stored in the log files, including but not limited to IP addresses, is linked to personally identifiable information.

How Inspirio uses this information

Inspirio may use personally identifiable information collected via our website to contact users regarding products and information offered by Inspirio. Inspirio may also use this information for research purposes regarding the effectiveness of website services, marketing, advertising and sales efforts. Inspirio will not in any way share this information with a third party either for free or by selling it, unless you specifically authorise such disclosures.

Disclosure of Information

Inspirio may disclose aggregate, statistical, anonymous data based on information collected from our website. In such cases, statistical information only will be disclosed and personally identifiable data will be kept strictly confidential.

We may from time to time engage third parties, including our own subsidiaries and affiliated companies, to preserve, analyse or otherwise store or manipulate data received from our customers. In all such cases, such third party service providers will be required to treat all such data with the same degree of care as Inspirio and they will be prohibited from disclosing such data to any other person or party, except as otherwise provided for in this Privacy Policy.

Legal disclaimer

Though every effort is made to preserve your privacy, Inspirio may need to disclose personal information when required to by law. If it is deemed necessary that such action needs to be taken, Inspirio will comply with judicial proceedings should a court order or legal process be served on us.

The Inspirio website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. You are encouraged to read the privacy statements of each and every website that collects personally identifiable information. The Privacy Policy described herein applies solely to information collected by Inspirio.

Maintenance of information

Information provided to Inspirio is saved indefinitely and may be stored on one or more databases directly or indirectly maintained by us. We are committed to doing all we can to protect confidentiality of the information. Although we cannot guarantee that any loss, misuse or alteration of data will not occur, every effort is made to prevent such occurrences.

Any questions concerning this Privacy Policy may be directed by e-mail to rob@inspirio.co.uk