

## **Privacy Policy**

**CACDP trading as Signature** ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://www.signature.org.uk> (**our site**) you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the **Act**), we are the data controller.

### **1. Information we collect from you**

We will collect and process the following data about you:

**1.1 Information you give us.** This is information about you that you give us by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, subscribe to our service and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number, financial and credit card information, health information, criminal record and information relating to your professional and/or regulatory practice.

**1.2 Information we collect about you.** With regard to each of your visits to our site we will automatically collect the following information:

**1.2.1** technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions and operating system and platform; and

1.2.2 information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page and any phone number used to contact us.

1.3 **Information we receive from other sources.** This is information we receive about you if you use any of the other websites we operate or the other services we provide. In this case we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on this site. We will also have told you for what purpose we will share and combine your data. We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies). We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

## 2. **Retention**

2.1 We will only keep your information for as long as is reasonable.

## 3. **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

### 3.1 **Uses made of the Information**

3.1.1 **Information you give to us.** We will use this information:

- 3.1.1.1 to carry out our obligations arising from any contracts entered into between you and us which includes allowing individuals access to your information only if required as part of their job role with CACDP trading as Signature and to provide you with the information, products and services that you request from us;
- 3.1.1.2 to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- 3.1.1.3 to notify you about changes to our service; and
- 3.1.1.4 to ensure that content from our site is presented in the most effective manner for you and for your computer.

**3.2 Information we collect about you. We will use this information:**

- 3.2.1 to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
  - 3.2.1.1 to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
  - 3.2.1.2 to allow you to participate in interactive features of our service, when you choose to do so;
  - 3.2.1.3 as part of our efforts to keep our site safe and secure; and
  - 3.2.1.4 to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

3.3 **Information we receive from other sources.** We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

3.4 **Disclosure of Your Information.** You agree that we have the right to share your personal information with:

3.4.1 any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006;

3.4.2 selected third parties including:

3.4.2.1 business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;

3.4.2.2 analytics and search engine providers that assist us in the improvement and optimisation of our site; and

3.4.2.3 credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

3.4.3 we will disclose your personal information to third parties:

3.4.3.1 in the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;

3.4.3.2 if CACDP trading as Signature or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets; and

3.4.3.3 if we are under a duty to disclose or share your personal data in order to comply with any legal obligation and other agreements; or to protect the rights, property, or safety of CACDP trading as Signature, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

#### 4. **Where we store your Personal Data**

4.1 We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

4.2 All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

4.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

#### 5. **Your Rights**

5.1 You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information

to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [enquiries@signature.org.uk](mailto:enquiries@signature.org.uk).

5.2 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## 6. **Access to Information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## 7. **Changes to our Privacy Policy**

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

## 8. **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [enquiries@signature.org.uk](mailto:enquiries@signature.org.uk).