

## **ACOMOS™ Privacy Policy**

### **1. Introduction**

1.1 We are committed to safeguarding the privacy of our website visitors; in this policy we explain how we will treat your personal information.

1.2 We will ask you to consent to our use of cookies in accordance with the terms of this policy when you first visit our website.

### **2. Credit**

2.1 This document was created using a template from SEQ Legal (<http://www.seqlegal.com>).

### **3. Collecting personal information**

3.1 We may collect, store and use the following kinds of personal information:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths);
- (b) information that you provide to us when registering with our website (including your email address);
- (c) information that you provide when completing your profile/contact form on our website;
- (d) information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters;
- (e) information that you provide to us when using the services on our website, or that is generated in the course of the use of those services;
- (f) information contained in or relating to any communication that you send to us or send through our website; and
- (g) any other personal information that you choose to send to us.

3.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

### **4. Using personal information**

4.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.

4.2 We may use your personal information to:

- (a) administer our website and business;
- (b) personalise our website for you;
- (c) enable your use of the services available on our website;

- (d) supply to you services purchased through our website;
- (e) send statements, invoices and payment reminders to you, and collect payments from you;
- (f) send you non-marketing commercial communications;
- (g) send you email notifications that you have specifically requested;
- (h) send you our email newsletter, if you have requested it (you can inform us at any time if you no longer require the newsletter);
- (i) send you marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
- (j) deal with enquiries and complaints made by or about you relating to our website;
- (k) keep our website secure and prevent fraud; and
- (l) verify compliance with the terms and conditions governing the use of our website.

4.3 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

## 5. Disclosing personal information

5.1 We may disclose your personal information to any of our employees, officers, professional advisers insofar as reasonably necessary for the purposes set out in this policy.

5.2 We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this policy.

5.3 We may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any ongoing or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

5.4 Except as provided in this policy, we will not provide your personal information to third parties.

## 6. Security of personal information

6.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

6.2 We will store all the personal information you provide on our secure (password- and firewall-protected) servers.

6.3 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

6.4 You are responsible for keeping the password you use for accessing our website confidential; we will not ask you for your password (except when you log in to our website).

## 7. Our details

7.1 This website is owned and operated by Hotec Ltd.

7.2 We are registered in England and Wales under registration number 06346791, and our registered office is Thomas House, 84 Eccleston Square, London SW1V 1PX.

7.3 You can contact us:

- (a) by post, using the postal address given above;
- (b) using our website contact form;
- (c) by telephone, on +44 (0) 330 025 2030
- (d) by email, using [support@acomos.com](mailto:support@acomos.com)

