# **Privacy Policy**

At Secura Labels, protecting your privacy is very important to us. Our goal is to treat the personal information you provide to us with the utmost respect, and in accordance with this privacy policy. This privacy policy explains how personal information about you may be collected, used, or disclosed as a consequence of your activities on this site. We urge you to read it carefully.

By accessing, using and/or downloading materials from or sending or posting materials to, this site, you agree on your own behalf and on behalf of each entity on whose behalf you act, to the terms of this privacy policy and to the practices for the collection, use or disclosure of your personal information as described here.

What information do we collect? Anonymous browsing - You can visit this site without telling us who you are or revealing any information about yourself, including your email address. In this case, our web server may collect the name, address, the IP address and domain you used to access this site, the type and version of browser and operating system you are using, and the web site you came from and visit next. This information is used by us and our business partners to measure the number of visits, average time spent, page views, and other statistics about visitors to this site in general. We may also use this data to monitor site performance for systems administration purposes, to make this site easier and more convenient to use and to report information in aggregate form to our advisers (e.g. how many visitors log in to this site).

#### Cookies

Cookies are small pieces of data stored by your internet browser on your computer's hard drive, which permits us to recognise you when you access this site. If you are browsing, a cookie is used to help us measure the number of visits, average time spent, page views, and other statistics relating to your use of this site. If you are searching, a cookie is used to carry the search request data from the request page to the results page. This cookie, by itself, doesn't tell us your email address or who you are. Please note portions of this site will not function if you do not accept cookies. Tracking user preferences also helps us serve you targeted advertising. Targeted advertisements are probably more interesting for you and are more productive for our advertisers.

Personal information collection, use and distribution to Third Parties generally

There are times when we may ask you for or you may choose to provide information about yourself or your business to assist us in meeting your various needs. This information may be used for the following purposes: answering your questions, providing you with services you have requested, giving producers and developers of the site information that is useful in determining appropriate new features, content and services, to provide advertisers with aggregate, not individual, information about our customers, or informing you of additional services or job opportunities provided by Secura Labels or by our business partners, that may interest you.

To provide these services, we may need to ask you directly to provide, among other things, your name, mailing address, postal code, email address and phone number ("Account Information"). Purchasing services with us may require us to gather additional personal information (including credit or debit card information, where appropriate).

At times, we also conduct online surveys to better understand the needs, profiles, and experience of our visitors. You will be given the option to participate in such surveys. Unless you request to receive the results of the survey via email, no personal information is requested during such surveys and all information is used on an aggregated basis only. If, during the registration process, you indicate you would like us to keep you updated on new site developments and information about our services or about offerings from Secura Labels, we will send you these updates by email.

If you contact Secura Labels we may keep a record of that correspondence. We do not collect the email addresses of those who communicate with Secura Labels via email. We use the information provided only so that we may respond to the email. We do not knowingly solicit information from children and we do not knowingly market our services to children.

When you provide personal information to us, we may communicate and disclose it to third parties for the purpose of fulfilling, servicing and completing your requests and the transactions related to it. These third parties may be in the UK or in other parts of the world. By registering with Secura Labels, you agree that your information may be shared with third parties for the purpose of fulfilling, servicing and completing your requests and transactions related to it.

We may also aggregate statistics that we gather about the visitors to the site, sales, traffic patterns, and services and provide these statistics to third parties; however, when we do, these statistics will not include any personal information that identifies individuals.

We may also use, disclose and communicate your personal information if required to do so by law including by an order of any court. Although we use all reasonable means to ensure that the information you provide to us is not used by third parties for purposes other than those described in this privacy policy, Secura Labels is not responsible for any improper use of your personal information that is beyond our reasonable control.

### How do you access and update your personal information?

Your personal information is located on a server situated in Measham, Derbyshire, UK. Secura Labels provides you with the means to access, update, edit or delete the account information and other personal information you have provided to us at any time by emailing us on the below e-mail address. If you decide at any time that you do not want to receive any updates you have subscribed for just send an email message to sales@securalabels.co.uk indicating your preference not to receive updates. If you are unsure whether we have a record containing your personal information and would like to confirm whether or not we do, please send an email to sales@securalabels.co.uk indicating all email addresses which you may have given us.

## How is your personal information secured and protected?

Where Secura Labels considers it appropriate, Secura Labels uses encryption and/or authentication tools among other methods to protect certain web-based personal information. E-mails you send us are not necessarily secure when they are transmitted to us. If your communication is sensitive or includes confidential

information such as a credit card number, you may want to provide it by post or via the telephone instead.

We instruct our employees with access to your personal information that it is to be used only in adherence with the principles set forth in this Privacy Policy and the laws applicable to each specific business. The only employees who have access to your personal information are administrative personnel. Employees who misuse customer personal information may be subject to disciplinary action.

## What if we change our Privacy policy?

Secura Labels reserves the right to modify or supplement this privacy policy statement at any time. If we make any material change to this privacy policy, we will update this site to include such changes and post a notice on our home page, for a period of 30 days, with a link to the updated privacy policy. Please read any such notice and the new policy statement. If you return to this site after a period of more than 30 days, please check this privacy policy to confirm that you are aware of the details of the most recent update. Please look at the top of this privacy policy to check the date that it was updated and to confirm that you are familiar with the terms of the most recent update. Your continued use of this site after we post such notice will constitute your acceptance of the new terms and their application to your use of this site and the personal information disclosed for such use, including personal information previously furnished us, as if they were the initial terms, and your consent to the use of your personal information as described in this privacy policy and elsewhere at our website. However, we will seek your consent if we want to use your personal information for purposes other than those you have agreed to previously.