

## 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

By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

2.

### Credit

2.1

This document was created using a template from SEQ Legal ([www.seqlegal.com](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 relating to any purchases you make of our services or any other transactions that you enter into through our website (including your name, address, telephone number, email address and card details);
- c. information that you post to our website for publication on the internet (including your user name, your profile pictures and the content of your posts);
- d. information contained in or relating to any communication that you send to us or send through our website (including the communication content and metadata associated with the communication); and
- e. 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. enable your use of the services available on our website;
- c. send you non-marketing commercial communications;
- d. send you email notifications that you have specifically requested, including for marketing purposes where you have elected to receive information about our services or those of carefully-selected third parties (you can inform us at any time if you no longer require marketing communications);
- e. Provide third parties with statistical information about our users – this information will not be used to identify and individual user;
- f. Improve your browsing experience by personalising the website;
- g. deal with enquiries and complaints made by or about you relating to our website; and
- h. keep our website secure and prevent fraud.

#### 4.3

If you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

#### 4.4

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing. We do not collect information about our visitors from other sources, such as public records or bodies, or private organisations.

### 5.

Disclosing personal information

#### 5.1

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

#### 5.2

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.

### 5.3

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

## 6.

### International data transfers

#### 6.1

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.

#### 6.2

Information that we collect may be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area.

#### 6.3

Personal information that you publish on our website or submit for publication on our website may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

#### 6.4

You expressly agree to the transfers of personal information described in this Section 6.

## 7.

### Retaining personal information

#### 7.1

This Section 7 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

#### 7.2

Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

#### 7.3

Notwithstanding the other provisions of this Section 7, we will retain documents (including electronic documents) containing personal data:

- a. to the extent that we are required to do so by law;
- b. if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and

- 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).

8.

## Security of personal information

8.1

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

8.2

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitor's personal data. We ensure that your personal data will not be disclosed to State institutions and authorities except if required by law or other regulation.

8.3

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.

8.4

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).

9.

## Amendments

9.1

We may update this policy from time to time by publishing a new version on our website.

9.2

You should check this page occasionally to ensure you are happy with any changes to this policy.

9.3

We may notify you of changes to this policy by email.

10.

## Your rights

10.1

You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:

- a. the payment of a fee (currently fixed at GBP 10); and

- b. the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

10.2 We may withhold personal information that you request to the extent permitted by law.

10.3

You may instruct us at any time not to process your personal information for marketing purposes.

10.4

In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

11.

Third party websites

11.1

Our website includes hyperlinks to, and details of, third party websites.

11.2

We have no control over, and are not responsible for, the privacy policies and practices of third parties.

12.

Updating information

12.1

Please let us know if the personal information that we hold about you needs to be corrected or updated.

13.

Cookies

13.1

Our website uses cookies.

13.2

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

13.3

Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

#### 13.4

Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

#### 13.5

We use session cookies on our website.

#### 13.6

Most browsers allow you to refuse to accept cookies, however blocking all cookies will have a negative impact upon the usability of many websites. If you block cookies, you may not be able to use all the features on our website.

#### 13.7

You can delete cookies already stored on your computer; for example:

1. in Internet Explorer (version 11), you must manually delete cookie files (you can find instructions for doing so at [this link](#));
2. in Firefox (version 47), you can delete cookies by clicking "Tools", "Options" and "Privacy", then selecting "Use custom settings for history" from the drop-down menu, clicking "Show Cookies", and then clicking "Remove All Cookies"; and
3. in Chrome (version 52), you can delete all cookies by accessing the "Customise and control" menu, and clicking "Settings", "Show advanced settings" and "Clear browsing data", and then selecting "Cookies and

## 14.

Our details

#### 14.1

This website is owned and operated by Dragon Infrastructure Solutions Limited.

#### 14.2

We are registered in England and Wales under registration number 4135773, and our registered office is at:

Ship Canal House,  
98 King Street,  
Manchester,  
M2 4WU

### 14.3

Our principal place of business is at:  
12 Sketty Close  
Brackmills Industrial Estate  
Northampton  
NN4 7PL

### 14.4

You can contact us:

- a. by post, using the postal address given above;
- b. by telephone, on 0845 362 0284; or
- c. by email, using [info@dragonis.net](mailto:info@dragonis.net).