



## LTD Privacy Policy

This information policy explains how we collect, process, and use the personally identifiable information (information or data) about users (you or your) of our website, newsletter and/or production service (Services).

### Information we collect

**Information you provide to us directly:** When you make an enquiry about our Services, we ask you to provide your name, email address, phone number, company and where you heard about us. We may collect payment information from you in order to take payment for our Services.

**Information we collect automatically:** We collect anonymous information about you automatically when you visit our website ltdltd.com. For example, we collect information about pages visited and links clicked. We also collect data about how you interact with our newsletter Another Great Job. For example, whether you opened an email or clicked on a link.

**Information we collect for Legitimate Interests:** Broadly speaking Legitimate Interests means that we can process your personal information if we have a genuine and legitimate reason *and* we are not harming any of your rights and interests. Some typical examples of when we might use the approach are for preventing fraud, direct marketing, maintaining the security of our system, data analytics, enhancing, modifying or improving our services, identifying usage trends and determining the effectiveness of our campaigns and Services.

### Using your personal information

We use, process, and store your personal information as necessary to provide you with any services you've requested, and to manage our relationship with you, including:

**To operate the Sites and Services:** We use the collected information to help us administer our Sites and services, provide personalised user features and access, and process transactions between you and Ltdltd.com.

**To communicate with you:** We communicate with you via email, or other means available about our services. You can opt out of receiving our newsletter in the footer

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of each email we send to you. You cannot opt out of receiving transaction or service messages from us.

**To enhance our Sites and Services and develop new ones:** We use the collected information to conduct research and enhance or improve the user experience of our Sites and Services.

**To support you:** We use the collected data about you to respond to your requests for information or assistance.

**To market to you:** We may send marketing emails, from which you can unsubscribe at any time.

### **Sharing your data**

We will only disclose your personal data to:

Third party service providers who assist us in meeting business operation needs, including hosting, delivering, and improving our Services. We use service providers for specific services and functions, including email communication, customer support services, payment processors, and accountancy. We may also share your data with analytics and search engine providers that assist us in the improvement of our Sites. These service providers may only access, process, or store personal data pursuant to our instructions and to perform their duties to us.

Regulators, government agencies, law enforcement bodies, courts or other third parties where we think it's necessary to comply with applicable laws or regulations or to exercise, establish or defend our legal rights.

Other third parties in connection with a merger, acquisition, bankruptcy, reorganization, sale of some or all of our assets or stock, public offering of securities, or steps in consideration of such activities (e.g., due diligence). In these cases some or all of your personal information may be shared with or transferred to another entity, subject to this Privacy Policy.

Other third parties where we have your explicit consent to share your personal data.

### **Data storage and security**

We're committed to protecting your personal data and have implemented reasonable measures to prevent unauthorised access to our servers, and to safeguard data. We *A current signed and dated copy of this Policy Statement is displayed online at ltdltd.com*

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have implemented such technology and security features ourselves or purchased them from specialised third parties, and we maintain strict internal guidelines to safeguard the privacy of your personal information from unauthorised access or improper use. Backups are run to prevent loss of information, and we will continue to enhance security as new technology becomes available. We encrypt our services and payment process using secure sockets layer (SSL) and/or transport layer security (TLS). Access to your account requires password verification. Please note that despite these measures, no website can guarantee data to be 100% secure.

### **International data transfers**

Your data may be transferred to, and processed in, countries other than the country you live in – such as to the United States, where some of our service provider's servers are located. That country may not provide the same level of data protection as your own country. Whenever we transfer your information outside of Europe, we will take steps which are reasonably necessary to ensure that adequate safeguards are in place to protect your personal information and to make sure it is treated securely.

### **Deletion**

You can remove personal information we hold about you at any time by contacting us at [info@ltdltd.com](mailto:info@ltdltd.com) or at our business premises.

### **Retention**

You can remove your personal data as described above. However, we may keep some of your personal information for as long as reasonably necessary for our legitimate business interests, including fraud detection and prevention and financial reporting and compliance reasons.

### **Your rights**

You have certain rights in respect to your personal information, including the right to access, correct, or delete personal data we hold about you. You can:

Request access to the data that we have about you. You can have your personal data corrected or deleted. You can request this by sending an email to [info@ltdltd.com](mailto:info@ltdltd.com). Please note that we may request additional information from you to verify your identity before we disclose any information.

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Object to our continued processing of your personal data. You can ask us to stop using your personal data, including when we use your personal data to send you marketing emails. You can opt out of receiving marketing communications at any time by clicking the “unsubscribe” link found within our emails.

If you have any questions or concerns regarding privacy when using ltdltd.com, please send us a detailed message to [info@ltdltd.com](mailto:info@ltdltd.com). If you're based in the EEA and think that we haven't complied with data protection laws, you have a right to lodge a complaint with your local supervisory authority.

This policy was last updated 25 May 2018.

Seymour Reeves  
Technical Director

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