

## COMPANY SHOP LIMITED – PRIVACY POLICY

Company Shop Limited (we) are committed to protecting and respecting your privacy. This policy (together with our Terms and Conditions, <http://www.staffshop.co.uk> and any other documents referred to on it) 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. For the purpose of the Data Protection Act 1998 (Act), the data controller is Company Shop Limited of Wentworth Way, Wentworth Industrial Estate, Tankersley, Barnsley, S75 3DH. Registration Number Z9117512.

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- That you provide by filling in forms on our site <http://www.staffshop.co.uk> (our site). This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions you carry out through our site and of the fulfilment of your orders.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

Any information we may collect from you will only be used for our marketing purposes. We will not trade your personal information with any other parties.

### IP ADDRESSES AND COOKIES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. For the same reason, we may obtain information about your general internet usage by using cookies. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Cookies are used to:

- Estimate audience size and usage pattern.
- Store information about user preferences, and so allow customisation of sites according to the users' individual interests.
- Speed up searches.
- Recognise users when they return to sites.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our site. They include, for example, cookies that enable you to log into secure areas of our site or use a shopping cart.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our site when they are using it. This helps us to improve the way our site works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our site. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

| Cookie                  | Cookie Type / Purpose                              | Information Collected  | Duration of Cookie                    |
|-------------------------|--|--|---------------------------------------|
| Google Analytics _utmz  | Performance to measure/improve quality of our site | Tracks traffic sources (keyword and referrer) and navigation history.                    | 6 months                              |
| Google Analytics __utma | Performance to measure/improve quality of our site | Identifies a visitor (i.e. the computer) as a unique entity for subsequent data recorded | 2 years, renewed on subsequent visits |
| Google Analytics        | Performance to measure/                            | Collectively used to record the duration and visitor                                     | 30 minutes and session                |

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|-------------------|--|--|---------|
| __utmb and __utmc | improve quality of our site            | spent on our site  |         |
| Modal             | Website functionality/navigation logic | A simply true value used to control how and when the initial 'Welcome' screen should be displayed                                  | 7 days  |
| ASP.NET_SessionId | Website functionality/Generic          | Unique ID pertaining to the visitor which is used to record application information to control functionality                       | Session |
| StaffShop_A       | Website functionality/login            | Encrypted data pertaining to a visitor's login allowing access to restricted areas of our site                                     | Session |
| StaffShop_R       | Website functionality/sser roles       | Encrypted data pertaining to a visitor's user role which controls the type of access a visitor has to restricted areas of our site | Session |

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

If you register with us, or if you continue using our site, you agree to our use of cookies.

### WHERE WE STORE YOUR PERSONAL DATA

All information you provide to us is stored on secure servers. Any payment transactions will be encrypted. 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. 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.

### USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- Ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information about products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.
- To notify you of promotions on goods or services similar to those which were the subject of a previous sale to you. If you do not wish us to use your data to notify you of promotions or to provide you with information about products or services which we believe may be of interest to you please notify us by email at [admin@companyshop.ltd.uk](mailto:admin@companyshop.ltd.uk).

### DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to 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. We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

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- If Company Shop Limited 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.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions and other agreements; or to protect the rights, property, or safety of Company Shop Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. You can also exercise the right at any time by contacting us at [admin@companyshop.ltd.uk](mailto:admin@companyshop.ltd.uk). 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.

### **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 may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

### **CONTACT**

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