

## Internet policies

### Web site terms and conditions

Welcome to our web site. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern POP Design Agency Ltd's relationship with you in relation to this web site.

The term "POP Design Agency Ltd" or "us" or "we" refers to the owner of the web site whose registered office is 30 Alexandra Terrace, Lincoln LN1 1JE. Our company registration number is 06449989. The term "you" refers to the user or viewer of our web site.

The use of this web site is subject to the following terms of use:

- The content of the pages of this web site is for your general information and use only. It is subject to change without notice.
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- From time to time this web site may also include links to other web sites. These links are provided for your convenience to provide further information. They do not signify that we endorse the web site(s). We have no responsibility for the content of the linked web site(s).
- You may not create a link to this web site from another web site or document without POP Design Agency Ltd's prior written consent.
- Your use of this web site and any dispute arising out of such use of the web site is subject to the laws of England and Wales.

### Privacy policy

This privacy policy sets out how POP Design Agency Ltd uses and protects any information that you give POP Design Agency Ltd when you use this web site.

POP Design Agency Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this web site, then you can be assured that it will only be used in accordance with this privacy statement.

POP Design Agency Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 22/09/2009.

#### What we collect

We may collect the following information:

- name and job title

- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

#### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the web site according to your interests.

#### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our web site in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better web site, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

#### Links to other web sites

Our web site may contain links to other web sites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other web site. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the web site in question.

#### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the web site, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your

personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at enquiries@popdesignagency.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to POP Design Agency, Sparkhouse Studios, Rope Walk, Lincoln LN6 7DQ.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

### Website disclaimer

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