



p3m  
global

# Privacy Policy

## Background:

This Policy applies as between you, the User of this Web Site and p3m global the owner and provider of this Web Site. This Policy applies to our use of any and all Data collected by us in relation to your use of the Web Site and any Services or Systems therein.

## 1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

<b>“Account”</b>	means collectively the personal information, Payment Information and credentials used by Users to access Material and / or any communications System on the Web Site
<b>“Content”</b>	means any text, graphics, images, audio, video, software, data compilations and any other form of information capable of being stored in a computer that appears on or forms part of this Web Site
<b>“Cookie”</b>	means a small text file placed on your computer by p3m global when you visit certain parts of this Web Site. This allows us to identify recurring visitors and to analyse their browsing habits within the Web Site. Further details are contained in Clause 10 and Schedule(s) 1, 1A, 2 of this Policy
<b>“Data”</b>	means collectively all information that you submit to the Web Site. This includes, but is not limited to, Account details and information submitted using any of our Services or Systems
<b>“p3m global”</b>	means p3m global 1st Floor, St George’s Chambers St George’s Street Winchester Hampshire SO23 8AJ
<b>“Service”</b>	means collectively any online facilities, tools, services or information that p3m global makes available through the Web Site either now or in the future
<b>“System”</b>	means any online communications infrastructure that p3m global makes available through the Web Site either now or in the future. This includes, but is not limited to, web-based email, message boards, live chat facilities and email links
<b>“User”/“Users”</b>	means any third party that accesses the Web Site and is not employed by p3m global and acting in the course of their employment
<b>“Web Site”</b>	means the website that you are currently using ( <a href="http://www.p3mglobal.com/">http://www.p3mglobal.com/</a> ) and any sub-domains of this site (e.g. subdomain <a href="http://www.p3mglobal.com/about-us/">http://www.p3mglobal.com/about-us/</a> ) unless expressly excluded by their own terms and conditions

## 2. Data Collected

Without limitation, any of the following Data may be collected:

- 2.1 name;
- 2.2 date of birth;
- 2.3 gender;
- 2.4 job title;
- 2.5 profession;
- 2.6 contact information such as email addresses and telephone numbers;
- 2.7 demographic information such as post code, preferences and interests;
- 2.8 financial information such as credit / debit card numbers;
- 2.9 IP address (automatically collected);
- 2.10 web browser type and version (automatically collected);
- 2.11 operating system (automatically collected);
- 2.12 a list of URLs starting with a referring site, your activity on this Web Site, and the site you exit to (automatically collected);
- 2.13 Cookie information (see Clause 10 below).

## 3. Our Use of Data

- 3.1 Any personal Data you submit will be retained by p3m global for as long as you use the Services and Systems provided on the Web Site. Data that you may submit through any communications System that we may provide may be retained for a longer period.
- 3.2 Unless we are obliged or permitted by law to do so, and subject to Clause 4, your Data will not be disclosed to third parties.
- 3.3 All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security, see Clause 9 below.
- 3.4 Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Web Site. Specifically, Data may be used by us for the following reasons:
- 3.4.1 internal record keeping;
  - 3.4.2 improvement of our products / services;
  - 3.4.3 transmission by email of promotional materials that may be of interest to you;
  - 3.4.4 contact for market research purposes which may be done using email, telephone, fax or mail. Such information may be used to customise or update the Web Site.

#### **4. Third Party Web Sites and Services**

p3m global may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to, payment handling, delivery of purchased items, search engine facilities, advertising and marketing. The providers of such services do not have access to certain personal Data provided by Users of this Web Site.

#### **5. Changes of Business Ownership and Control**

- 5.1 p3m global may, from time to time, expand or reduce its business and this may involve the sale of certain divisions or the transfer of control of certain divisions to other parties. Data provided by Users will, where it is relevant to any division so transferred, be transferred along with that division and the new owner or newly controlling party will, under the terms of this Policy, be permitted to use the Data for the purposes for which it was supplied by you.
- 5.2 In the event that any Data submitted by Users will be transferred in such a manner, you will not be contacted in advance and informed of the changes.

#### **6. Controlling Access to your Data**

- 6.1 Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:
- 6.1.1 use of Data for direct marketing purposes; and
  - 6.1.2 sharing Data with third parties.

#### **7. Your Right to Withhold Information**

- 7.1 You may access certain areas of the Web Site without providing any Data at all. However, to use all Services and Systems available on the Web Site you may be required to submit Account information or other Data.
- 7.2 You may restrict your internet browser's use of Cookies. For more information see Clause 10 below.

#### **8. Accessing your own Data**

- 8.1 You may access your Account at any time to view or amend the Data. You may need to modify or update your Data if your circumstances change. Additional Data as to your marketing preferences may also be stored and you may change this at any time.
- 8.2 You have the right to ask for a copy of your personal Data on payment of a small fee.

#### **9. Security**

- 9.1 Data security is of great importance to p3m global and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected online.

#### **10. Cookies**

- 10.1 p3m global may set and access Cookies on your computer. First-party Cookies that may be placed on your computer are detailed in Schedule 1 [and third-party Cookies that may be placed on your computer are detailed in Schedule 2]. [All Cookies used by the Web Site are used in accordance with the provisions of the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.] P3m global has carefully chosen these Cookies and uses them to facilitate certain functions and features of the Web Site. [We also use Cookies for analytics purposes. These Cookies track your movements and activities on the Web Site and are designed to give us a better understanding of our users, thus enabling us to improve the Web Site and our services.]
- 10.2 [Before the Web Site sets Cookies on your computer, you will be presented with a message requesting your consent to set those Cookies. [None of the Cookies set by the Web Site jeopardise your privacy in any way and no personal data is collected.] By giving your consent to the setting of our Cookies you are enabling us to provide the best possible experience

and service to you through our Web Site. If you wish to deny your consent to the placing of Cookies, certain features of the Web Site may not function fully or as intended.

- 10.3 [Certain features of the Web Site depend upon Cookies to function and are deemed, within the law, to be strictly necessary. These Cookies are detailed in Schedule 1A. You will not be asked for your consent to place these Cookies however you may still disable cookies via your web browser's settings, as set out in sub-Clause 10.4.]
- 10.4 You can choose to enable or disable Cookies in your web browser. By default, your browser will accept Cookies, however this can be altered. For further details please consult the help menu in your browser. Disabling Cookies may prevent you from using the full range of Services available on the Web Site.
- 10.5 You may delete Cookies at any time however you may lose any information that enables you to access the Web Site more quickly.
- 10.6 [The Web Site uses the third-party Cookies detailed in Schedule 2 for the purposes described therein. These Cookies are not integral to the services provided by the Web Site to you and may be blocked at your choosing via your internet browser's privacy settings or via your response to the request for consent detailed in sub-Clause 10.2.]
- 10.7 It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your browser if you are unsure as to how to adjust your privacy settings.

## 11. Changes to this Policy

p3m global reserves the right to change this Privacy Policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Web Site and you are deemed to have accepted the terms of the Policy on your first use of the Web Site following the alterations.

### Schedule 1A: Strictly Necessary Cookies

Name of Cookie	Purpose
o2cAllowCookies	Stores cookie opt in/out settings

### Schedule 2: Third-Party Cookies

Name of Cookie	Name of Provider	Purpose
_utma	Google	Google Analytics
_utmb	Google	Google Analytics
_utmc	Google	Google Analytics
_utmz	Google	Google Analytics



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# Terms & Conditions

Welcome to our website. 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 p3m global relationship with you in relation to this website.

The term 'p3m global or 'us' or 'we' refers to the owner of the website whose registered office is: 1st Floor, St George's Chambers St George's Street, Winchester, Hampshire, SO23 8AJ. The term 'you' refers to the user or viewer of our website.

## **The use of this website is subject to the following terms of use:**

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- You may not create a link to this website from another website or document without p3m global prior written consent.
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales.

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.