

Connection2 Limited

Privacy Policy

Statement of Intent Connection2 Limited (Connection2) takes the confidentiality of personal data seriously. Please contact us on 0118 923 2700 if you have any questions regarding our Privacy Policy.

Introduction

The Connection2 Privacy Policy sets out the ways we process personal data. This Privacy Policy only relates to personal data collected by Connection2 via our website, event registration forms, emails and telephone calls. Any personal data collected by Connection2 is used in accordance with UK data protection legislation.

This Privacy Policy does not apply to personal data provided to us by any other means or via any other website. Users should be aware that if they access other websites, using the links provided, these are outside our control. If they provide personal data to other companies, the privacy policies of those companies determine the uses to which that information is put and the Connection2 Privacy Policy will no longer apply.

The Data Protection Act 1998

The Connection2 website and our Privacy Policy are designed to comply with the principles of the Data Protection Act 1998.

Use Made of Personal Information

Personal information provided to Connection2 will be used for the purposes outlined at the time of collection or registration. In addition, personal information may be used for statistical analysis. Personal data will typically be collected and processed by us for the following purposes:

- To provide the goods and services requested
- For administrative purposes
- To support our marketing, advertising and promotional activities
- To provide notification of events, workshops and training sessions

Processing personal data for the above purposes may entail sharing the information with employees, contractors, agents and professional advisors. However, written agreements exist between the Connection2 and such parties that there must be no further disclosure of such personal data.

Consent

By providing personal data to Connection2, users consent to the processing of such data by us as described in this Privacy Policy. Users can alter their preferences as described below.

Use of Data for Direct Marketing Purposes:

At each point of data collection or registration users are given the appropriate means to opt-out of receiving future direct marketing material from Connection2. Where users do not opt-out of such communications, Connection2 may provide information on products, services and events according to the user preferences indicated. If at any time users want to alter their preferences or Connection2 to stop sending such communications they should contact us by calling 0118 923 2700 or writing to:

The Database Manager
Connection2 Limited
1 Beacontree Plaza
Gillette Way
Reading
RG2 0BS

Verifying, updating and amending your personal information

If, at any time, a user wants to verify, update or amend their personal data they may contact us by calling 0118 923 2700 or writing to:

The Database Manager
Connection2 Limited
1 Beacontree Plaza
Gillette Way
Reading
RG2 0BS

Verification, updating or amendment of personal data will typically take place within 2 working days of receipt of the request.

Cookies

A "cookie" is a small text file that is placed on a user's computer hard drive by a website. There are several types of cookie and the most common are often referred to as 'session' cookies. These are used to keep track of information needed by a user as they travel from page to page within a website. These cookies have a short lifetime and expire within a few minutes of the user leaving the site. Other types of cookies can be used to track internet activity after the user has left a website. These are usually sponsored by organisations external to the website being visited and are generally known as 'third party' cookies. These usually have a long lifetime with several months being quite common. They are 'harvested' and 'refreshed' whenever the user visits a page where the same or a similar cookie is being used.

Connection2 uses benign, short lived 'session' cookies to tell whether a website user has logged-in, where to find details that can be used to pre-fill parts of on-line forms

and to personalise the user's visit to the website. They are also used to track anonymously which areas of the site are popular and which are not used, allowing us to target our website resources.

Connection2 also uses cookies in its email communications to personalise email and track whether it has been opened or read and whether the recipient has used any website links contained in the email communication. This allows us to monitor and improve our email communications and website. Connection2 cookies do not analyse visits to other website or any searches undertaken whilst on the Connection2 website. Internet browsers normally accept cookies by default; however, it is possible to set a browser to reject cookies. If this is done it is important not to exclude the benign and useful session cookies. Users are advised to choose an option that rejects all third party and long lived cookies.

Links to Third Party Websites

This Privacy Policy applies solely to the personal data collected by Connection2 and does not apply to third party websites. Connection2 is not responsible for the privacy policies of third party websites and we advise users to read the privacy policies of other websites before registering any personal data.

Security

Connection2 holds your personal data in accordance with the security provisions of the UK data protection legislation. If you have any questions about security please contact us on 0118 923 2700.