

## Privacy policy

This privacy policy applies between you, the User of this Website and speaks4me.com, the owner and provider of this Website. Speaks4me.com takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this privacy policy carefully.**

### Definitions and interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to speaks4me.com via the website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998 and GDPR;
<b>Speaks4me.com, we or us</b>	speaks4me.com a company incorporated in England and Wales with registered number 6836018 whose registered office is Edenthorpe, Grove Road, Rotherham, South Yorkshire S60 2ER;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by speak4me.com and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to speaks4me.com and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, www.speaks4me.com, and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- (a) the singular includes the plural and vice versa;
- (b) references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- (c) a reference to a person includes firms, companies, government entities, trusts and partnerships;
- (d) "including" is understood to mean "including without limitation";
- (e) reference to any statutory provision includes any modification or amendment to it;
- (f) the headings and sub-headings do not form part of this privacy policy.

### Scope of this privacy policy

3. This privacy policy applies only to the actions of speaks4me.com and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

### Data collected

4. We may collect the following Data, which includes personal Data, from you:
  - (a) Name
  - (b) Job Title
  - (c) Contact Information such as email address and telephone numbers;
  - (d) Financial information such as credit / debit card numbers;

in each case, in accordance with this privacy policy

### Our use of Data

5. For the purposes of the Data Protection Act 1998 and the GDPR, speaks4me.com is the "data controller".
6. We will retain any Data you submit for 1 month unless it is necessary for the performance of any contract you may have with speaks4me Ltd, or to take steps to enter into such a contract.
7. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties.
8. All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998 and the GDPR. For more details on security see the clause below (Security).
9. 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 services and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  - (a) internal record keeping
  - (b) improvement of our products / services
  - (c) transmission by email of promotional materials that may be of interest to you;

in each case, in accordance with this privacy policy

### Third party websites and services

10. Speaks4me.com may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

### Links to other websites

11. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of the websites prior to using them.

### **Changes of business ownership and control**

12. Speaks4me.com may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of speaks4me.com. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy be permitted to use the Data for the purposes for which it was originally supplied to us.
13. We may also disclose Data to the prospective purchaser of our business or any part of it.
12. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

### **Controlling use of your Data**

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

### **Accessing your own Data**

14. You have certain rights, which include:
  - (a) the right to obtain access to your personal data (what personal data of yours speaks4me Ltd holds)
  - (b) the right to have personal data rectified if it is inaccurate or incomplete
  - (c) the right to request the deletion or removal of personal data where we are not otherwise entitled to retain and process such data and there is no compelling reason for its continued processing
  - (e) the right to restrict or suppress the processing of your personal data, in certain circumstances. Further information is available upon request
  - (f) the right to withdraw consent at any time, where relevant
  - (g) the right to lodge a complaint with a supervisory authority (the Information Commissioner's Office - [www.ico.org.uk](http://www.ico.org.uk)).

### **Functionality of the Website**

15. To use all feature and functions available on the Website, you may be required to submit certain Data.

### **Security**

16. Data security is of great importance to speaks4me.com and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.
17. If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.
18. We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

### **General**

19. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
20. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the intent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
21. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
22. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

### **Changes to this privacy policy**

23. Speaks4me.com 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 Website and also emailed, so that you may consent to our use of your information in that way.

### **Consent**

24. By submitting your information and ticking the consent button you are deemed to have accepted the terms of the privacy policy in your first use of the Website.

You can contact speaks4me.com by email at [contact@speaks4me.com](mailto:contact@speaks4me.com).

Dated: 22<sup>nd</sup> May 2018