

PRIVACY POLICY

Any reference to "we", "us" and "our" is to **Landmark**. Please see below for our contact details. Any reference to "you" or "your", means you as user of the website at **www.envirocheck.co.uk** (the "Website").

We are committed to preserving the privacy of all visitors to the Website. This page sets out our privacy policy and explains how your personal information (meaning any information about you which is personally identifiable like your name, address, telephone number or e-mail address, generally referred to throughout this policy as "**personal information**") will be used.

This privacy policy only applies to the collection of your personal information by us and the use of that personal information by us and those whom we authorise. It does not cover third party websites to which we provide links, nor does it cover advertisers. They may have their own privacy policies and/or terms and conditions of use.

By accessing and continuing to use this Website or using the services offered via this Website, you consent to the collection, use and transfer of your personal information under the terms of this privacy policy. Please note that we may update and amend the privacy policy from time to time and any changes will be posted on the Website. If you do not agree with any of our privacy policy then you should not use the Website.

Information that we collect from you

When you visit, register or order products or services on the Website or when you otherwise update any registration details you may be asked to provide personal information about yourself and your business including your contact details and/or credit or debit card information. We may also collect and collate additional information reasonably required for the delivery of the services and/or concerning about your usage of our website, including through the use of "Cookies" (see section entitled "Cookies" below).

In addition, we may collect personal information: when you make a complaint or enquiry or provide other feedback to us; when you provide any submissions; when you request to be sent communications such as updates or newsletters; in monitoring your communications sent via and use of the Website to ensure and check compliance with the [Terms of Use available here](#); otherwise as required by law; and when you disclose your personal information to us or otherwise through the Website at any other point.

Use of your information

Your information will enable us to provide you with access to all parts of our Website and to supply the goods or services you have requested. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

In particular, we may use personal information to:

- contact you for your views on our services;
- notify you occasionally about important changes or developments to the Website or our

- to monitor, develop and improve the Website, services and your experience;
- process and deal with any complaints or enquiries made by or about you; and/or
- investigate any suspected breach of the Terms of Use or the breach of other terms and conditions otherwise relating to you and to monitor compliance.

Further, where you have consented, we (or other companies within our group of companies) might also use personal information to let you know about other products and services which we offer or which third parties offer which may be of interest to you and you may be contacted by post, telephone or fax, as well as by e-mail. To opt-out of receiving any such communications, you can use the facility contained in any such communication or you can email us at the email address below or write to us by mail to the address below stating that you do not wish to receive further communications from us.

Disclosure of your information

The information you provide to us will be held on our computers in the United Kingdom (or as otherwise notified to you from time to time) and may be accessed by or given to our staff working outside the United Kingdom and third parties who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, process credit card payments and provide support services on our behalf. We may also pass on such information to third parties we contract with to provide services that may form part of or accompany our services. We may also pass aggregate information on the usage of our Website to third parties but this will not include information that can be used to identify you.

We may disclose your personal information to the police, regulatory bodies or legal advisers in connection with any alleged criminal offence or suspected breach of this privacy policy or the Terms of Use and/or the breach of other terms and conditions otherwise relating to you or otherwise where required by law and we will co-operate with any law enforcement authorities or court order requesting or directing us to disclose the identity of or locate anyone breaching this privacy policy or the Terms of Use or otherwise for the prevention or detection of crime or the apprehension or prosecution of offenders.

Unless required to do so by law, or as set out in this privacy policy, we will not otherwise share, sell or distribute any of the personal information provided to us to third parties without your consent. However, we will disclose usage information to selected third parties unless you specifically instruct us not to do so.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your personal information may be disclosed to our new business partners or owners.

Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure that your personal information is used by third parties in accordance with this policy.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the personal information you provide to us without your consent.

Cookies

A cookie is a small amount of data sent from our server and stored on your computer's hard drive.

Cookies that are strictly necessary for the operation of the Website:

Some of the cookies we use are essential for parts of the Website to operate and are already set. These are strictly necessary for the sale of products requested by you and without them the Website cannot operate as intended. As an example, we may use cookies to store items in an electronic shopping basket while browsing different pages of the Website or between visits to the Website.

Other uses of cookies:

We also use cookies and other such devices to compile anonymous, aggregated statistics that allow us to understand how users use our Website and to help us improve the structure of our Website (we cannot identify you personally in this way). We use cookies and other such devices to allow us to understand who has seen which pages and advertisements on the Website, to determine how frequently particular such pages and advertisements are visited, to determine the most popular areas of the Website and generally in order to monitor usage of the Website.

We may also use cookies and other such devices to:

- to allow you to carry information across pages of our Website and avoid having to re-enter information;
- within registration to allow you to access stored information;
- to help us recognise you as a unique visitor when you return to our Website and to allow us to tailor content or advertisements to match your preferred interests or to avoid showing you the same adverts repeatedly;
- speed up searches; and/or
- within research surveys to ensure you are not invited to complete a questionnaire too often or after you have already done so.

Browser settings:

Most internet browsers are automatically set up to accept cookies, but you can set your browser to refuse a cookie or ask your browser to show you where a cookie has been set up. Certain services are only activated by the presence of a cookie and, if you choose to refuse cookies, particular features of this Website may not be available to you. Find out how to disable/enable cookies by clicking on the "Manage Cookies" section of the Interactive Advertising Bureau UK website on the following link <http://www.allaboutcookies.org>

We may use Adobe Flash Player to display video or image content. It may not be possible to block or restrict flash cookies using your browser settings. However information on how to control flash player privacy and security settings is available from the Adobe website at: <http://www.adobe.com/products/flashplayer/security>

Security and data retention

We employ security measures to protect your personal information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your personal information for a reasonable period or as long as the law requires.

Accessing and updating your information

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us.

Where you register your details for certain services and open a user account that you can then use to access and log on to use those services, you may change or update your user name and password or other details at any time via your account. You must make sure that you update details as soon as possible with any and all relevant changes.

Changes to our privacy policy

Any changes to our privacy policy in the future will be posted to the Website and, where appropriate, through e-mail notification.

This privacy policy was last updated on **23/03/2012**.

Contact

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to:

**7 Abbey Court,
Eagle Way,
Exeter,
Devon,
EX2 7HY**

Or emailed to:

customerservices@landmark-information.co.uk