

Orthotropic Engineering Ltd. – Policy 001 - Privacy: Subscribers and Website users

M. Dawson, 28 / December / 2018

This policy applies to users of the website www.orthotropic.co.uk and in particular to subscribers of the e-mail newsletter of Orthotropic Engineering Ltd. (the company). Please note that the company may from time to time adjust or amend this policy, in which case all current subscribers will be notified by e-mail from their subscribed address.

In this document, the terms 'Information' or 'Subscriber information' refer to personal and contact details.

- Subscriber information is collected by the company via a form on its website: www.orthotropic.co.uk
Potential subscribers may not add their information without first consenting to its collection and use in accordance with this policy.
- Orthotropic Engineering Ltd. seeks to minimize the personal data it holds. The only pieces of subscriber information collected are:-
 - o Name
 - o E-mail address.
- The company is hosted on the Wix.com platform. Subscriber information is stored through Wix.com's data storage, databases and applications behind secure firewalls. Wix.com is fully GDPR compliant. The company may also store subscriber information on its own secure network. Subscriber information will never be shared with any additional third parties without the express prior written consent of the subscriber.
- Subscriber information is used by the company for the following purposes:-
 - o To allow the company to inform subscribers of news and developments via its e-mail newsletter, to monitor interest in these communications and thereby assist in directing its future marketing activities.
 - o To allow the company to inform subscribers of news posts on its website.
 - o To allow the company to contact subscribers individually (at the given e-mail address), if it is believed that the company's services could be of particular use to that subscriber.
- Cookies:- The company is hosted on the Wix.com platform. As such it uses the cookies detailed below:

Cookie name	Life span	Purpose
svSession	Persistent	Identifies unique visitors and tracks a visitor's sessions on a site
hs	Session	Security
XSRF-TOKEN	Persistent	Security
smSession	Persistent (2 weeks)	Identifies logged in site members
TSxxxxxxx (where x is replaced with a random series of numbers and letters)	Persistent	Security
TSxxxxxxx_d (where x is replaced with a random series of numbers and letters)	Persistent	Security

- In accordance with GDPR regulations, subscribers have the following rights. To exercise these rights, the relevant contact address is in all cases matthew.dawson@orthotropic.co.uk
 - o Withdrawal of consent to be contacted: An 'unsubscribe' link is provided at the bottom of each newsletter. Furthermore, subscribers may at any time request to unsubscribe by e-mail from the subscribed address with 'Unsubscribe' as the e-mail subject heading.
 - o Right to access their data, as stored by the company. Requests may be made at any time from the subscribed e-mail address with the subject heading 'GDPR - Access data'. The company will normally comply within five working days, but failing that as soon as possible.
 - o Right to be 'forgotten' by the company. Requests may be made at any time from the subscribed e-mail address with the subject heading 'GDPR - Forget me'. The company will normally comply within five working days, but failing that as soon as possible.