

## **Privacy Policy Statement**

Harris Corporate (which expression means Harris Corporate Limited (a United Kingdom registered company) of Kemp House, 160 City Road, London EC1V 2 NX, United Kingdom (and as the context permits, its related and associated companies) is committed to the protection of your personal information that you transmit, store, retrieve or receive through this website (the 'Website').

### **Our Privacy Statement contains the following important information:**

- Collection of your personal information.
- How we use and disclose your personal information.
- Security of your personal information.
- How to access, correct or update your personal information.
- How to contact us.
- Internet privacy.

The expression 'Personal Information' is used in this statement to refer to your personal information, or an opinion, in any form and whether true or not about an individual whose identity is apparent or can reasonably be ascertained from the information.

### **Collection of your Personal Information**

Through the Website we may collect a broad range of Personal Information about you. The type of Personal Information that we may collect will depend on the level and how the interaction between you and us occur.

When we collect Personal Information directly from you, we will take reasonable steps at or before the time of collection to ensure you are aware of certain key matters, such as the purposes for which we are collecting the information, the organisations (or types of organisations) to which we would normally disclose information of that kind.

### **How we use and disclose personal information**

The Personal Information that we collect is used to provide you with better service in the supply of our products and services.

We will not sell, rent, trade or disclose your Personal Information without your consent unless required to do so by law or in the circumstances listed below. We will only use and disclose your Personal Information for the purpose for which that information was given to it.

We may use and disclose Personal Information about you for a purpose (the 'secondary purpose') other than the main purpose for which you gave us the information (the 'primary purpose') where:

- We would be reasonably expected to use or disclose the Personal Information for a secondary purpose which is related to the primary purpose for which we collected the information (and directly related in the case of sensitive information);
- We have been given consent by you for the Personal Information to be used or disclosed for the secondary purpose.

- Where we believe that there are reasonable grounds that use or disclosure of your Personal Information is necessary to prevent a threat to life or health;
- Where we suspect that unlawful activity and conduct is or has been engaged in and we use or disclose the Personal Information to investigate the suspected unlawful activity; or
- The use or disclosure of your Personal Information is authorised by law or reasonably necessary to enforce the law.

### **Security of your Personal Information**

We will take all reasonable steps to ensure that all Personal Information we collect use or disclose is stored in a secure environment accessed only by authorized persons of Harris Corporate.

We will take reasonable steps to destroy Personal Information when it is no longer required for the purposes for which it was collected or for legal requirements. We will properly dispose of all paper files, letters and any other hard copy documents that contain Personal Information that is no longer required.

All information stored in electronic form that is no longer needed will be deleted from our systems. Whilst we employ advanced data encryption technology when interacting with you and other persons, you should be aware that there is a residual risk in transmitting any data electronically. This risk is inherent in all Internet dealings and whilst we will do all that is reasonable to minimise such risk, we disclaim any warranty (express or implied) that Personal Information which is transmitted as data electronically over the internet will be safe and secure from hacking, third party capture, virus, theft, safe delivery or any other means of interference and dealing.

### **How to access, correct or update your Personal Information**

We will take all reasonable steps to ensure that all Personal Information we collect, use or disclose is accurate, complete and up-to-date. Please contact us if your details change or if you believe the Personal Information we have collected about you is not accurate or complete. We will, on request, provide you with reasonable opportunity to access your Personal Information and have it corrected or updated. A fee may apply to such access and reproduction of the same. Exceptions to the access rights of your Personal Information include:

- Where providing access will pose a serious threat to the life or health of any individual or pose an unreasonable impact on the privacy of an individual;
- Your request for access is frivolous or vexatious;
- Where the Personal Information relates to existing legal proceedings between Harris Corporate and you and the information would not be subject of discovery in the process of those legal proceedings; or
- Where providing access would be unlawful, may prejudice an investigation of possible unlawful activity, may prejudice enforcement of laws, or denying access is specifically authorised by law.

### **How to contact us**

If you have a Personal Information access request or if you have any questions or complaints about the manner in which your Personal Information has been collected or handled, please contact us.

## **Internet privacy**

In addition to the provisions of this Privacy Statement, this section further explains the management of Personal Information collected through your use of the Website.

When you use the Website your and/or our Internet Service Provider (ISP) may make a record of your visit and log your server address, your domain name, the date, time and duration of your visit, the pages and documents you accessed, the referring URL and the type of browser you are using. In the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our ISP's logs. While you are visiting or using the Website we may use cookies to facilitate a more personalised experience.

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Harris Corporate Limited