# **PRIVACY POLICY**

Bull & Turbine LLP (Herefrom B&T) is committed to safeguarding your privacy. We believe that the best way to protect the privacy of users of <u>www.bullandturbine.com</u> and any other B&T controlled website (each a 'Website') is to tell you what information we gather and ensure that you understand and consent to B&T's uses of information you provide.

We may occasionally modify the Privacy Policy and will post the revised Privacy Policy on this page so that you are always aware of what information we collect, how we use it and under what circumstances we use or disclose it. We may let you know via the homepage when this happens but you should check the policy frequently to read the latest Privacy Policy.

Please note that the Website contains links to and from other websites. We are not responsible for the privacy practices or the content of other websites whether or not we provide you with a link from this Website to such third party Websites. The information practices of those other websites are not covered by this Privacy Policy. We set out below answers to frequently asked questions regarding B&T's Privacy Policy.

### WHAT INFORMATION DO WE COLLECT? HOW DO WE USE IT?

We use technology which allows us to track visitors to the Website so that we can understand how you and other visitors use it. For example, we use this technology to gather the following statistics:

- 1. your total number of visits;
- 2. your total number of page views;
- 3. how many pages you clicked on;
- 4. your location;
- 5. the length of time you spent on the Website;
- 6. where you arrived from (either directly, via a referring site or search engine);
- 7. your connection speed;
- 8. what browser /operating system /screen resolution you have.

## SECURITY

We are committed to using our best efforts to maintaining the security of your personal information. Although we use our best efforts to protect the security of your personal information and our system, due to the inherent open nature of the Internet, no transmission via the Internet can be guaranteed to be 100% secure. As a result of this and other factors beyond our control, we cannot guarantee the security of the information that you transmit to or through our Website. Therefore, you assume that risk by using the Website.

### ACCESS TO YOUR INFORMATION

Where required under local law, we will, upon request and payment of any fee stipulated by local law, provide you with all the information we hold about you and which we are obliged to disclose to you. In making this request, please contact <u>website@bullandturbine.com</u> or contact your local office and specify that you require disclosure of your personal information.

#### DO WE SHARE THE INFORMATION WE RECEIVE?

As described below, we do not disclose information about your individual visits to the Website or information which identifies you to any third parties unless we have your prior consent or unless requested by local regulators and law enforcement officers or required by applicable law, rule or regulation. However, in order to provide an efficient service, certain functions such as hosting, storage fulfillment and disaster recovery are provided by third parties. Where this is the case we will ask those with whom we share data to agree to protect data as B&T has agreed in this Privacy Policy.

#### CHOICE

B&T permits you to opt-in to receive certain communications from B&T. If at any time you want to opt-out of receiving communications from B&T or that you no longer wish your feedback to be displayed on the Website, please let us know by contacting us at website@bullandturbine.com and we will change your Preferences.

#### SECURITY

We take the security of your data seriously. Therefore, once we receive your transmission, we make our best efforts to ensure its security on our systems. We cannot guarantee that documents or files downloaded from this Website will be free from viruses and we do not accept any responsibility for any damage or loss caused by any virus. Accordingly, for your own protection, you must use virus-checking software when using this Website. You must not post or provide to us via this Website, any document or file which you believe may contain a virus. You must virus check any document or file which you intend to post or provide to us via this Website.

Unfortunately no data transmission or security program can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you

transmit to us and you do so at your own risk. You remain responsible for the security of your computer at all times.

### COOKIES

'Cookies' are small pieces of information that are stored by your browser on your computer's hard-drive. Most Web browsers automatically accept cookies, but you can usually change your browser settings to prevent that. You have the choice to accept all cookies, to be notified when a cookie is set, or to reject all cookies. However, if you choose to reject all cookies, you may be unable to use parts of the Website. If you want to delete any cookies, please refer to the instructions for your file management software to locate the file or directory that stores cookies. The cookies we use are named by Google and may be subject to change without notification.

#### YOUR CONSENT

Cookies collect information about how visitors use the site, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies do not collect information which identifies a visitor and we will not use cookies to collect personally identifiable information about you. All information is aggregated and therefore anonymous. By using the website you agree that we can place these types of cookies on your device.

#### HOW TO CONTROL OR DELETE COOKIES

We treats all the data held with the utmost care and security. However, if you wish to restrict or block the cookies which are set by www.bullandturbine.com, or indeed any other website, or if you wish to receive notification of cookie placement requests or decline cookies completely, you can do this through your browser settings. The Help function within your browser should tell you how. Please be aware that declining or denying cookies may prevent you from being able to use the website to its highest capability.

Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on how to do this on a wide variety of browsers as well as more general information about cookies.

#### ACCURACY OF YOUR PERSONAL INFORMATION

We aim to keep our information about you as accurate as possible. If you would like to review or change the information you have supplied us with, please contact us as set out below.

#### ONLINE DATA

This general Privacy Policy only applies to the collection of data online and not to offline information. This Privacy Policy may be amended or superseded by a specific privacy policy for the collection and use of other data. Where this Privacy Policy is amended or superseded for the collection and use of other data B&T will draw that amended privacy policy to your attention.

GOVERNING LAW

This Privacy Policy is governed by the laws of UK.

FURTHER INFORMATION

If you have any requests or questions regarding this Privacy Policy please write to us by e-mail using the following address: website@bullandturbine.com

Registered name: Bull & Turbine LLP Registered office: 207 Regent Street, London W1B 3HH UK Place of registration: UK Registered number: OC398452

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