



## Privacy Policy

### Introduction:

The industrial activities undertaken by Footprint Services ("Footprint", "we" or "us") typically involve the analysis, manipulation and presentation of bulk data for societal and environmental benefit; thus, data handling and security are very important to us, along with associated matters of confidentiality and customer relationship through appropriate safeguarding of personal information.

### This Policy:

This Privacy Policy ("Policy") describes how we collect and process such personal information. The Policy applies when you engage with Footprint via means such as e-mail, our website or social media (e.g. LinkedIn) platforms.

### Cookies:

The company website ([www.footprintservices.co](http://www.footprintservices.co)) does not make use of cookies, so no data about you or your browsing patterns are gathered or retained.

### Information Gathered:

When you interact with us through direct communication methods such as e-mail, in-software messaging (social media) or telephone / text, we may collect information that you provide:

- your name and email
- telephone / mobile number
- postal address
- billing address
- other contact or identifying information that you choose to provide

If you send us a private or direct message via social media, the message will be stored by that media organisation in accordance with the respective company's privacy policies.

No financial information (such as bank account or credit card details) is retained.

### Third Parties:

We may obtain information from other sources and combine that with information we collect directly. For example, if you engage with us via social media, we may ascertain and retain information and insight about your company name, location, web address etc for the purpose of producing a reference database for relevant marketing purposes. Nothing can be gathered that is not in the public domain or within the permissible constraints of your social media profile. Again, such gathering, if done, would be a manual process rather than automatic harvesting.

Your information is not shared by us with third parties except with your consent (e.g. for the purpose of helping you develop a new business opportunity). There is no selling of personal information above and beyond information which is already in the public domain through our core data reporting service.

### Use Of Your Information:

This information is collected and retained to enhance the professional relationship and reduce the burdensome need to request the same details from you on a regular basis.

We will also use the data to:

- operate and improve our services
- provide and deliver the products and services you request and send you related information, including confirmations and invoices
- send you additional reports and articles on an ad-hoc basis
- send you product update materials, including promotional information about new products and product features, enhancements and special offers
- send you support or administrative messages
- respond to your reviews, comments, questions and requests within our customer service

Your personal data will be retained until you actively exercise your rights to delete them or they are deemed no longer relevant by us (such as in the event of the closure of a company).

**Business Transfers:**

As we develop our business, we might sell or buy businesses or assets. In the event of a corporate sale, merger, reorganisation, bankruptcy, dissolution or similar event, your information may be part of the transferred assets.

**Legal Requirements:**

We may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: (i) comply with a legal obligation; (ii) protect and defend the rights or property of us or of related companies; (iii) protect the personal safety of users of our services or the public; or (iv) protect against legal liability.

**Data Security:**

We take all reasonable steps to ensure that your data remains available to you only and to protect it from loss, misuse and unauthorised access, disclosure, alteration and destruction. Contact information is kept in a password-secured environment.

**Children:**

The protection of the privacy of young children is very important. Our industrial services are not directed to children younger than 16 years.

**Your Choices And Your Rights:**

You may, at any time, exercise your rights to request to see, to change or to delete the information we hold about you by getting in touch with us at [andrew@footprintservices.co](mailto:andrew@footprintservices.co).

If you are located in specific countries, including those that fall under the scope of the European General Data Protection Regulation ("GDPR"), data protection laws give you rights concerning your personal data, subject to any exemptions provided by the law, including the rights to:

- request access to your personal data;
- request correction or deletion of your personal data;
- object to our use and processing of your personal data;
- request that we limit our use and processing of your personal data;
- request portability of your personal data.
- EU individuals also have the right to make a complaint to a government supervisory authority.

You may also opt out of receiving promotional and assistance emails from us at any time. If you opt out of promotional or assistance messages, we may still send you other messages, like those about your account and legal notices.

**Terminate Your Account:**

You can terminate your account or schedule your subscription cancelation (for next renewal interval) at any time. Please keep in mind that we may continue to retain some of your information after closing your account when that

information is reasonably required to comply with legal obligations or reasonably needed for our legitimate business interests.

**How To Reach Us:**

To execute your rights or for any questions about privacy related topics please contact us

Footprint Services

26 Riby Road

Keelby

Lincolnshire

United Kingdom

DN41 8ER

E-mail: [andrew@footprintservices.co](mailto:andrew@footprintservices.co)

**Changes To This Privacy Notice:**

We keep our privacy notice under regular review. This privacy notice was last updated 25 May 2022.