

IMAGESOLUTION LTD (04698855)
PRIVACY POLICY

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1. Introduction and General Terms

Imagesolution Ltd is committed to protecting you and your family's personal information when you are using Imagesolution Ltd services. We want our services to be safe and enjoyable environments for our audience. This Privacy Policy relates to our use of any personal information you provide to us. This privacy policy explains the following:

- what information Imagesolution Ltd may collect about you;
- how Imagesolution Ltd will use information we collect about you;
- when Imagesolution Ltd may use your details to contact you;
- whether Imagesolution Ltd will disclose your details to anyone else;
- your choices regarding the personal information you have provided to us;

As set out above, Imagesolution Ltd is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all laws concerning the protection of personal information, including the Data Protection Act 1998 (these laws are referred to collectively in this Privacy Policy as the "data protection laws").

The websites may at time contain hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, including cookies, and we urge you to review them. They will govern the use of personal information you submit or are collected by cookies whilst visiting these websites. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

2. What information will Imagesolution Ltd collect about me?

When you contact us to receive a service from Imagesolution Ltd, we may ask for personal information about you. This can consist of information such as your name, e mail address, postal address, telephone or mobile.

By entering your details in the fields requested, you enable Imagesolution Ltd and its service providers to provide you with the services you select.

3. How will Imagesolution Ltd use the information they collect about me?

Imagesolution Ltd will use your personal information for a number of purposes including the following:

- for "service administration purposes", which means that Imagesolution Ltd will contact you for reasons related to the service you have requested;
- to analyse and improve the services offered on Imagesolution.co.uk. e.g. to provide you with the most user-friendly navigation experience.
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Where Imagesolution Ltd proposes using your personal information for any other uses we will ensure that we notify you first. You will also be given the opportunity to withhold or withdraw your consent for your use other than as listed above.

4. When will Imagesolution Ltd contact me?

Imagesolution Ltd may contact you:

- in relation to the functioning of any service you have requested for in order to ensure that Imagesolution Ltd can deliver the services to you;
- where you have opted to receive further correspondence; and
- for marketing purposes where you have specifically agreed to this (see [paragraph 5 below](#))

5. Will I be contacted for marketing purposes?

Imagesolution Ltd won't contact you for marketing purposes, or promote new services to you unless you specifically agree to be contacted for these purposes.

6. Will Imagesolution Ltd share my personal information with anyone else?

We will keep your information confidential except where disclosure is required or permitted by law (for example to government bodies and law enforcement agencies).

8. What if I am a user aged 16 or under?

If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide personal information to Imagesolution Ltd's website. Users without this consent are not allowed to provide us with personal information.

9. How long will Imagesolution Ltd keep my personal information?

We will hold your personal information on our systems for as long as is necessary for the relevant service, or as long as is set out in any relevant contract you hold with Imagesolution Ltd.

10. Can I find out what personal information Imagesolution Ltd holds about me?

Under the Data Protection Act you have the right to request a copy of the personal information Imagesolution Ltd holds about you and to have any inaccuracies corrected. (We charge £10 for information requests and will require you to prove your identity with 2 pieces of approved photographic identification.)

We will use reasonable efforts to supply, correct or delete personal information about you on our files.

Please address requests and questions about this or any other question about this Privacy Policy to the Data Protection Officer, Email: dpa.officer@imagesolution.co.uk.

12. Changes to Privacy Policy

This privacy policy may be updated from time to time so you may wish to check it each time you submit personal information to our website. The date of the most recent revisions: *20 January 2008*.