

## PRIVACY POLICY AND COOKIES INFORMATION

First of all, we'd like to assure you that we are committed to protecting the privacy of all our users. We will ensure that the information you provide us with is kept private and confidential, and we will only use it to provide the services you request.

### 1. SECURITY

The Data Protection Act 1998 obliges us to follow security procedures regarding the storage and disclosure of information which you have given us in order to avoid unauthorised loss or access. As such we have implemented industry-standard security systems and procedures to protect information stored on our database within a secure network from unauthorised disclosure, misuse or destruction.

### 2. WHAT INFORMATION WILL WE COLLECT ABOUT YOU?

We will collect information about you if register for a free trial or login.

We will also collect personal information about website usage through cookies (see the section on Cookies and Google Analytics and server logs, which track the IP addresses of users visiting our site and the pages they visit.

#### **HOW WE WILL USE THE INFORMATION**

Where personal information is collected on the WebTCards website, for instance through a web form, users will be informed as to what information is being captured.

WebTCards will not sell, license or trade your personal information without your consent. We will not share your personal information with others unless they are acting under our instructions or we are required to do so by law.

Information collected via the WebTCards server logs includes users' IP addresses and the web pages visited; this will be used to manage the web system and troubleshoot problems.

WebTCards uses Google Analytics, a web analytics service provided by Google, Inc. ("Google") to understand how visitors engage with our website and so we can improve it. See the section on Google Analytics below.

## PRIVACY POLICY AND COOKIES INFORMATION

### 3. COOKIES and GOOGLE ANALYTICS

Cookies are text files placed on your computer to help us analyse how users use our site. A cookie is a small data file able to track the online movements of an individual. This information could potentially be used to build an online profile of individuals and uniquely locate them in the world.

To help you to understand more about them more detailed information about the cookies we use is given in the sections below:

For further information on cookies visit [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.aboutcookies.org](http://www.aboutcookies.org).

If you prefer not to receive cookies while browsing our website, you can set your browser to refuse all cookies that are stored on your computer; the above websites tell you how to do this. You do not need to have cookies turned on to use or navigate through most parts of our website, although some functionality may be lost.

#### **Cookies**

Our website uses session cookies to ensure that you have a good experience. These cookies contain a unique number, your 'session ID', which allows our server to recognise your computer and 'remember' what you've done on the site. The benefits of this are:

You only need to log in once if you're navigating secure areas of the site

You are able to use interactive elements of the site, such as forms

Our server can distinguish between your computer and other users, so you can see the information that you have requested.

#### **Google Analytics**

We use Google Analytics to help us to understand how you make use of our content and work out how we can make things better. These cookies follow your progress through our website, collecting anonymous data on where you have come from, which pages you visit, and how long you spend on the site. This data is then stored by Google in order to create reports. These cookies do not store your personal data.

## PRIVACY POLICY AND COOKIES INFORMATION

The information generated by the cookie about your use of the website, including your IP address, may be transmitted to and stored by Google on servers in the United States. Google may use this information for the purpose of evaluating your use of the website, compiling reports on website activity for us and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

The Google website contains further information about [Analytics](#) and a copy of [Google's privacy policy pages](#).

### 4. HOW YOU CAN ACCESS YOUR INFORMATION

You have the right to request a copy of the information that we hold about you. If you would like a copy of particular personal information we hold about you then please write to us. We may make a small charge for this service.

### 5. CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we will place any updates on this webpage. This policy was last updated in July 2016.

### 6. HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you:

support@webtcards.com

T: +44 (0) 203 714 2996

WebTCards Ltd., Argyle House, Joel Street, Northwood Hills, Middlesex, HA6 1NW,  
United Kingdom