

## TBG DIGITAL LIMITED PRIVACY POLICY

TBG Digital Limited (“**We**”; “**Us**”) is committed to protecting and respecting your privacy. This Privacy Policy, sets out the basis on which any personal data We collect from you, or that you provide to Us, will be processed by Us. By proceeding to use our service you consent that we may process the personal data (including sensitive personal data) that we collect from you in accordance with this Privacy Policy

Please read this Privacy Policy carefully to understand our views and practices regarding your personal data and how We will treat it.

### DATA CONTROLLER

For the purpose of the Data Protection Act 1998 (the “**Act**”), the Data Controller is TBG Digital Limited (Company Registration 04254616) having its registered address at 100 Highgate Studios, 53-79 Highgate Road, London NW5 1TL.

### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- (a) information that you provide by filling in forms on our site [www.tbgdigital.com](http://www.tbgdigital.com) (the “**Website**”). This includes and is not limited to personal information about you such as your name, telephone contact number, geographical address/location and email address, We may also ask you for information if you report a problem with our Website;
- (b) if you contact Us by telephone or in writing, We may keep a copy of that correspondence or communication; and
- (c) details of your visits to the Website and the resources that you access.

If you have provided Us with the personal data of another person, you confirm that he/she consents to the processing of his/her personal data and that you have informed him/her of our identity as a Data Controller.

### IP ADDRESSES AND COOKIES

We may collect information about your mobile phone, computer or other device from which you access the Website including where available your IP address, operating system and browser type, for systems administration and to report aggregate information to our advertisers. This is statistical data about our users’ browsing actions and patterns, and does not identify any individual.

The Website uses cookies in order to enable you to enter information and for us to store such information. Such use of cookies is limited to those users who enter information into the Website, for example, for the purpose of submitting an enquiry to the Website. Accordingly, such cookies will not be used in relation to people visiting the site without inputting any information.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our Website. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you enter information into our Website.

Please note that our advertisers may also use cookies, over which We have no control.

## RETENTION OF YOUR INFORMATION

We take appropriate measures to ensure that any information collected from you is kept secure and kept only for so long as is necessary for the purpose for which such information is used.

If any of your personal data changes, or if you have any questions about how We use data collected which relates to you, please contact Us using the details below.

We normally update your personal data within seven (7) working days of any new or updated personal data being provided to Us, to ensure that the personal data We hold about you is as accurate and up to date as possible.

## USES MADE OF YOUR INFORMATION

We use information held about you in the following ways:

- (a) to ensure that content from our Website is presented in the most effective manner for you and your device;
- (b) to provide you with information, products and/or services that you request from Us or which We feel may interest you; where you have consented to be contacted for such purposes;
- (c) to carry out our obligations arising from any contracts entered into between you and Us; and
- (d) to notify you about changes to our services.

We will not share your data with third parties for marketing purposes unless We have procured your express consent to do so.

## DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries as defined in section 1159 of the UK Companies Act 2006.

We may disclose your personal information to third parties

- (a) in the event that We sell or buy any business or assets, in which case We may disclose your personal data to the prospective seller or buyer of such business or assets; or
- (b) if We or substantially all of our assets are acquired by a third party, in which case personal data held by it about our customers will be one of the transferred assets; or
- (c) if We are under a duty to disclose or share your personal data in order to comply with any legal obligation or in order to enforce or apply other agreements; or
- (d) to protect the rights, property or safety of TBG Digital Limited, our customers or others.

## YOUR RIGHTS

You have the right to ask Us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if We intend to use your data for such purposes or if We intend to disclose your data to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at [uk@tbgdigital.com](mailto:uk@tbgdigital.com). You can also exercise this right at any time by contacting Us using the contact details below.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a reasonable administration fee to meet our costs in providing you with details of the information We hold about you.

Our Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that We do not accept any responsibility or liability for these policies.

### **CHANGES TO OUR PRIVACY POLICY**

Any changes We may make to our Privacy Policy in the future will be posted on this page and on our Website.

### **CONTACT**

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to TBG Digital Limited at 100 Highgate Studios, 53-79 Highgate Road, London NW5 1TL or [uk@tbgdigital.com](mailto:uk@tbgdigital.com)