

PLANit Global Ltd - Policies

This document includes the [Privacy Policy](#), [Cookies Policy](#) and [Acceptable Use Policy](#).

Privacy Policy

Last Updated: 21st March 2017

PLANit Global Limited ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.planitglobal.co.uk you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the "**Act**"), the data controller is PLANit Global Limited of Technology Centre, Wolverhampton Science Park, Glaisher Drive, Wolverhampton, WV10 9RU.

Information We Collect from You

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in forms on our site www.planitglobal.co.uk ("**our site**") or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, upload to our site and when you report a problem with our site. The information you give us may include your name, age, educational institution, gender, address, e-mail address, phone number and personal description.
- **Information we collect about you.** With regard to each of your visits to our site we will automatically collect the following information:
 - o technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform.
 - o information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.
- **Information we receive from other sources.** This is information we receive about you if you use any of the other websites we operate or the other services we provide. In this case, we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on

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this site. We will also have told you for what purpose we will share and combine your data. We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies). We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie policy](#).

Uses Made of the Information

We use information held about you in the following ways:

Information you give to us.

We will use this information:

- to provide you with the information and services that you request from us via our site and to allow you to interact with businesses registered to our site and for such businesses to interact with you;
- to provide you with information about other services we offer that are similar to those on our site;
- to notify you about changes to our service;
- to ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect about you.

We will use this information:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;

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- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

Information we receive from other sources.

- We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of Your Information

You agree that we have the right to share your personal information with selected third parties including:

- Businesses registered to our site and other business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- Advertisers and advertising networks, including all forms of social media, that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we will provide them with aggregate information about our users (for example, we may inform them that 500 males aged under 20 have clicked on their advertisement on any given day). We may also use such aggregate information to help advertisers reach the kind of audience they want to target (for example, females in a particular geographical area). We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience;
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.
- In the case of school users, information in respect of name and businesses visited will be disclosed to the school attended for the purposes of analysis so as the schools can build an understanding of student interests.

We will disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.
- If PLANit Global Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- 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 our terms of use or terms

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and conditions of sale and other agreements; or to protect the rights, property or safety of PLANit Global Limited, our customers or others.

Where We Store Your Personal Data

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

After five years of inactivity, the Company will dispose of all information records held unless otherwise instructed to remove the information immediately, except in the case of financial records which will be retained for a period of six years.

Third Party Websites

Our site 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. Please check these policies before you submit any personal data to these websites.

Access to Information

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 will not be subject to a fee. Please write to the postal address at the end of this policy or email us at talkto@planitglobal.co.uk to request further information on how to apply.

Changes to Our Privacy Policy

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to PLANit Global Limited of Technology Centre, Wolverhampton Science Park, Glaisher Drive, Wolverhampton, WV10 9RU or via email to talkto@planitglobal.co.uk

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Cookie Policy

Last Updated: 27th February 2017

Information About Our Use of Cookies

PLANit Global Ltd's (Our) website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

How We use Cookies

The cookies we use are solely for access to our website, navigation of the site, tracking of the website's usage, remembering your particular choices and providing targeted content to you. We may use the information stored within and obtained from cookies for the following:

1. To recognise your computer when you visit our website;
2. To track your movement as you navigate through the website;
3. To enable the use of the payment facility when registering to use the website;

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4. To improve the usability of the website;
5. To analyse how you and others use the website;
6. To be able to personalise and tailor the website to you.

Third Party Cookies

When you use the site, you may also be sent third party cookies over which we have no control. For example, on a business profile page you can click on the company logo. The company logo will take you to the related company website.

These providers may send you cookies. They may use the information obtained from your use of their cookies to track your browser across multiple websites, build a profile of how you surf the web and target advertisements which can be of interest to you.

Blocking Cookies

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Except for essential cookies, all cookies will expire after thirty minutes of inactivity or when you end your session by closing your browser.

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Acceptable Use Policy

Last updated: 27th February 2017

This acceptable use policy sets out the terms between you and us under which you may access our website www.planitglobal.co.uk ("**our site**") to use the PLANit Global platform ("**the Platform**"). This acceptable use policy applies to all users of, and visitors to, our site.

Your use of our site means that you accept, and agree to abide by, all the policies in this acceptable use policy, which supplement our terms of website use (detailed in terms and conditions section of the website)

www.planitglobal.co.uk is a site operated by PLANit Global Limited ("We"). We are registered in England and Wales under company number 09353547 and have our registered office at PLANit Global Limited, Technology Centre, Wolverhampton Science Park, Glaisher Drive, Wolverhampton, WV10 9RU. Our main trading address is PLANit Global Limited, Technology Centre, Wolverhampton Science Park, Glaisher Drive, Wolverhampton, WV10 9RU. Our VAT number is 214515734.

We are a limited company.

To contact us, please email talkto@planitglobal.co.uk or telephone our customer service line on +44 (0)1902 824212.

Registration

Only one registration per person is allowed. You must keep your registration information up to date.

You must keep your username and password confidential.

You must not:

- impersonate or try to impersonate another person
- disclose your password to anyone else
- allow anyone else use your account
- use anyone else's account.

You are responsible for everything done using your account. If you think that someone else may have access to, or be using, your password or account, you must tell us as soon as possible by contacting us directly.

Provision of information and PLANit Global ID

You agree and acknowledge that in order to use the Platform you may be required to provide PLANit Global with personal data such as your full name. If you decide to create a

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PLANit Global ID you will also provide other personal data such as your name, age, educational institution and gender. You guarantee that all information you provide to PLANit Global is accurate, true and complete. You are therefore not allowed to create a PLANit Global ID in the name of someone else. You yourself are responsible and liable for all use that is made of the site through your devices and/or your Account. As soon as you know or have reason to assume that your device and/or your PLANit Global ID has come into the hands of unauthorised persons, you should inform PLANit Global of this notwithstanding your own obligation to take immediate effective measures yourself such as for instance changing your password.

The personal data provided by you will be processed in accordance with the PLANit Global Privacy Policy (detailed in policy section of website)

PLANit Global is not responsible and cannot be held liable for any unauthorised access and/or use of your PLANit Global ID and/or the site through your device.

Prohibited Uses

You may use our site only for lawful purposes. You may not use our site:

- In any way that breaches any applicable local, national or international law or regulation.
- In any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect.
- For the purpose of harming or attempting to harm minors in any way.
- To send, knowingly receive, upload, download, use or re-use any material which does not comply with our content standards (see section below).
- To transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam).
- To knowingly transmit any data, send or upload any material that contains viruses, Trojan horses, worms, time-bombs, keystroke loggers, spyware, adware or any other harmful programs or similar computer code designed to adversely affect the operation of any computer software or hardware.

You also agree:

- Not to reproduce, duplicate, copy or re-sell any part of our site in contravention of the provisions of our terms of website use.
- Not to access without authority, interfere with, damage or disrupt:
 - o Any part of our site;
 - o Any equipment or network on which our site is stored;

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- o Any software used in the provision of our site; or
- o Any equipment or network or software owned or used by any third party.

Use of the site and the platform

The Platform allows individuals and businesses to interact with each other by way of uploading profiles and allows individuals to contact businesses registered on the Platform with an Employer Profile.

We will do our best to assess any possible risks for users (and in particular, for children) from third parties when they use any interactive service provided on our site, and we will decide in each case whether it is appropriate to use moderation of the relevant service (including what kind of moderation to use) in the light of those risks. However, we are under no obligation to oversee, monitor or moderate any interactive service we provide on our site, and we expressly exclude our liability for any loss or damage arising from the use of any interactive service by a user in contravention of our content standards, whether the service is moderated or not.

The use of our site and any of our interactive services by a minor is subject to the consent of their parent or guardian. We advise parents who permit their children to use an interactive service that it is important that they communicate with their children about their safety online, as moderation is not foolproof. Minors who are using any interactive service should be made aware of the potential risks to them.

Where we do moderate an interactive service, we will normally provide you with a means of contacting the moderator, should a concern or difficulty arise.

Content Standards

These content standards apply to any and all material which you contribute to our site ("**contributions**"), and to any interactive services associated with it.

You must comply with the spirit and the letter of the following standards. The standards apply to each part of any contribution as well as to its whole.

Contributions must:

- Be accurate (where they state facts).
- Be genuinely held (where they state opinions).
- Comply with applicable law in the UK and in any country from which they are posted.

Contributions must not:

- Contain any material which is defamatory of any person.
- Contain any material which is obscene, offensive, hateful or inflammatory.

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- Promote sexually explicit material.
- Promote violence.
- Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe any copyright, database right or trade mark of any other person.
- Be likely to deceive any person.
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Promote any illegal activity.
- Be threatening, abuse or invade another's privacy, or cause annoyance, inconvenience or needless anxiety.
- Be likely to harass, upset, embarrass, alarm or annoy any other person.
- Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.
- Give the impression that they emanate from us, if this is not the case.
- Advocate, promote or assist any unlawful act such as (by way of example only) copyright infringement or computer misuse.

Suspension and Termination

We will determine, in our discretion, whether there has been a breach of this acceptable use policy through your use of our site. When a breach of this policy has occurred, we may take such action as we deem appropriate.

Failure to comply with this acceptable use policy constitutes a material breach of the terms of use upon which you are permitted to use our site, and may result in our taking all or any of the following actions:

- Immediate, temporary or permanent withdrawal of your right to use our site.
- Immediate, temporary or permanent removal of any posting or material uploaded by you to our site.
- Issue of a warning to you.
- Legal proceedings against you for reimbursement of all costs on an indemnity basis (including, but not limited to, reasonable administrative and legal costs) resulting from the breach.

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- Further legal action against you.
- Disclosure of such information to law enforcement authorities as we reasonably feel is necessary.

We exclude liability for actions taken in response to breaches of this acceptable use policy. The responses described in this policy are not limited, and we may take any other action we reasonably deem appropriate.

Changes to the Acceptable Use Policy

We may revise this acceptable use policy at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we make, as they are legally binding on you. Some of the provisions contained in this acceptable use policy may also be superseded by provisions or notices published elsewhere on our site.