

# GRAND AFFAIRS GROUP

## PRIVACY POLICY

### **1. Introduction**

This site is owned and operated by Grand Affairs Group

### **2. How to contact us**

If you have any queries about this site or our privacy policy, please contact us by writing to Grand Affairs Group First Floor 58 Station Road Puckeridge Ware Hertfordshire SG11 1TF

### **3. The Information we collect and how we use it**

3.1 Grand Affairs Group web sites are managed in house and strict security measures are employed to protect any information contained within our records.

3.2 Grand Affairs Group holds information about its web site users and information sources for the purposes of updating our records or so we can contact users with information or offers we believe may be of interest.

#### *3.3 Forums*

We collect your e-mail address if you register as a participant in our forums. We only use this address to send you your password to enable you to log into our forums or to send you e-mail notices if you have elected to receive them. When you register, you can choose whether to permit your e-mail address to be viewable by other users of the forums.

If you complete the profile facility in our forums, it will be viewable by other users, but other than that, we make no use of it.

We do not monitor our forums or any of the communications between our users (e.g. private messaging). However, we may record and use particular communications that are posted in connection with any investigation of any possible misuse of the forums or any other communication systems that we operate.

#### *3.4 IP addresses and Cookies*

When you use our chat forums, we log the IP addresses of subscriber's computers which we use solely for administration and troubleshooting purposes.

We use cookies (files which are sent by us to your computer or other access device):

- in our chat forums, as they are part of the software that powers the chat forums and are needed to stay logged-in if you wish to post messages or reply to messages.
- On our main site to track the pages and articles visited.

If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies.

If you want to stop cookies being stored on your computer in future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information on deleting or controlling cookies is available at <http://www.aboutcookies.org/>.

Please note that by deleting our cookies or disabling future cookies you may not be able to post messages in our forums.

The information derived from use of cookies will be aggregated to provide statistical information about the usage of our site. However, we do not use any information derived from cookies, nor any IP addresses we collect, to identify any individual user of our site.

### **4. Disclosure**

Apart from the uses described in paragraph 3.2 above the only circumstances in which we would disclose any of this information to any third party are: if ownership of all or part of our website were transferred, in which case any purchaser would only be entitled to use that information in a way consistent with this Privacy Policy; or if we are required to do so by any regulatory or criminal authority.

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### **5. Links**

Our sites contain links to third party websites that are not subject to this privacy policy. Read our Terms and Conditions for Use for further information on these links. We strongly recommend that you read the privacy policy of any such websites that you visit.

### **6. Security Policy**

We use every reasonable precaution to keep all information disclosed to us secure. However, we cannot guarantee the security of the information that you disclose to us. You accept the inherent risks of providing information and dealing on-line and will not hold us responsible for any breach of security unless this is due to our negligence or wilful default. We never share any information we hold with any third party unless we are required to do so by any regulatory or criminal authority.

### **7. Changes**

This policy is effective from 5<sup>th</sup> November 2010 and replaces with immediate effect the terms and conditions previously published. We may, from time to time make changes to this privacy policy to reflect any changes to our privacy practices in accordance with changes to legislation, best practice or website enhancements. We will let you know what these changes are by posting them to this page, but it is your responsibility as a user to make sure that you are aware of them, by checking for any changes on a regular basis. Changes will become effective as soon as they are posted.

### **8. General**

If you have any requests or queries concerning your personal information or wish to correct or change any information we have about you, please contact us by writing to Grand Affairs Group First Floor 58 Station Road Puckeridge Ware Hertfordshire SG11 1TF