

## Privacy Policy

'Our Company' refers to Tripos Publishing Limited, a limited company registered in England and Wales.

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
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### What data do we collect?

Our Company collects the following data from you when you register to use one of the company's websites:

- Personal identification information (Name, email address, phone number, etc.)

### How do we collect your data?

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

Our Company may also receive your data indirectly from the following sources:

- Not applicable

### How will we use your data?

Our Company collects your data so that we can:

- Process any online orders or request for information and manage your account.
- Email you with special offers on other products and services we think you might like.

- Manage responding to any online contact forms

## How do we store your data?

Our Company securely stores your data in a MYSQL database located on servers based in the UK and managed by our hosting partner, Vultr.com.

All passwords are encrypted.

Our Company will keep your data until such time as you opt to delete your account on Our Company website.

## Marketing

We do not knowingly provide any of your data to any third party, for any purpose, unless compelled to do so by law.

## What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Our Company's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [sm@tripos.biz](mailto:sm@tripos.biz)

Call us at: +44 (0) 1747 812285

Or write to us: 22 St Andrews View, Fontmell Magna, Dorset, SP70QY, UK.

## Cookies

Our company websites do not issue cookies or store them on your local device.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

- Not applicable

## **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- Not applicable

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

The Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9 October 2019.

## **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [sm@tripos.biz](mailto:sm@tripos.biz)

Call us: +44 (0) 2747 812285

Or write to us at: 22 St Andrews View, Fontmell Magna, Dorset, SP70QY, UK.

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office (ICO).