

# The Privacy Policy

**PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE YOU USE THIS WEBSITE**

25 June 2017

## **1. Introduction**

This website, [www.peterlangsystemiccommunity.com](http://www.peterlangsystemiccommunity.com) ("Website") is owned and operated by Schilling CTS Ltd. (company number 50 74 031), registered office at 13 Langley Walk, Norwich NR2 4NH, United Kingdom

Schilling CTS Ltd. is the Data Controllers of personal data collected by us which you provide through the Website, for the purpose of the Data Protection Act 1998 ("DPA").

References to "we", "us" and "our" in this policy are all references to Schilling CTS Ltd.

Schilling CTS Ltd. respect your privacy and wish to protect the confidential information you provide to us.

Protecting your privacy is very important to us. This privacy policy ("Policy") describes the types of personal data you provide and/or we collect via your use of the website, what we may do with that personal data and your rights. 'Personal data' is defined in the DPA and is essentially information from which an individual person can be identified. By submitting information and/or continuing to use the website, you signify your consent to us using your personal data in accordance with the below.

What information you wish to divulge on the forums or in articles remains your decision.

We may need to change the terms of this Policy from time to time and changes will be posted on this page (and/or where appropriate, otherwise notified to you). Your continued use of the website will be deemed to be acceptance of amendments we make. This Policy was last updated on 25<sup>th</sup> June 2017.

We collect information from you via your registration with us, message boards, or surveys we may offer and can gain information by the use of cookies or other data collating tools that can register how many pages you access etc. We can use cookies to calculate traffic on the website and individual pages to help us tailor our service and to make sure we are providing what our customers require.

We request that the information you provide is as accurate as possible as this allows us to secure your privacy by differentiating you from others, and creating a "profile" for you so that we can provide a personalised service when you visit the website and/or we send you emails. Periodically we may send you an email asking you to "Update your Details".

The only item of personal data that it is obligatory to provide to receive information from us is your email address. Use of services accessed through the website may require you to provide further or specific types of information.

## **2. We use information about you for five primary purposes:**

I. To perform the services you may have requested, such as sending you information about us or the website. The type of information we may use might include, for example, your name, address and email address, We will NEVER share your information with other third parties for any reason other than fraud or personal protection issues, unless we have your explicit consent.

II. To enable you to participate in chat rooms, forums, message boards, and/or news groups on the website on which you can post information and, where we deem necessary, to respond to any such posts you make. Information you post in these areas may become public information and must always comply with our [Terms and Conditions](#)

III. To alert you to other information, including offers and promotions, relating to the website (except where you have indicated otherwise).

IV. To carry out market research so that we can improve the products and services we offer. Your feedback is valued and helps to shape the products and services we offer. You will have the right to opt-out of receiving or participating in our surveys at any time.

V. To manage and improve the Website and allow you to use the features offered by the Website. Information we use for this purpose may include (for example) that about your computer and, where available, your IP address, operating system and browser type.

In addition, we reserve the right to perform statistical analysis of user behaviour and characteristics to measure interest in and use of the various areas of the website and to ascertain the number of users that have visited particular web pages. We never share these anonymised data to third parties.

### **3. Marketing Information**

We do not sell, rent, or otherwise provide personally identifiable information to third-parties without your consent.

We will only contact you by electronic means if you have consented to this.

If, at any time after registering, you would like to change your preference and opt-in or opt-out from receiving communications from us you can do this at any time by changing your preferences on your personal profile page, which is accessible from all of our emails.

### **4. Cookies**

Along with most other modern websites, the website use small files called 'cookies' to create the most secure, effective and functional website possible for our users. A cookie is a small file containing an identity code. With your consent, your computer accepts the cookie and stores it. When you next visit the Website, the code is retrieved, allowing an individual visitor or computer to be recognised. Full information on which cookies we deploy is available in our Cookie Policy.

By continuing to use this website after seeing this message, you consent to our use of cookies on this device unless you have disabled them. For full details please read this [Cookie Policy](#), where, if you would like to disable cookies on this device, you can use an opt-out tool to disable advertising cookies.

We are not responsible or liable for the content, privacy policies or services offered by websites other than the Website, including those which link from the website. We encourage you to read and familiarise yourself with the privacy policies, terms and conditions and/or other notices on other websites you visit.

This Cookies Policy applies to [www.peterlangsystemiccommunity.com](http://www.peterlangsystemiccommunity.com) ("Website") and should be read alongside our Privacy Policy which explains who we are, the type of information we may hold about you and how we use it.

## **5. Children and Young People**

We realise and understand that children and young people under 18 ("minors") may visit the website, or otherwise interact with us. It is our policy:

- I. to encourage all minors to consult with their parents or legal guardian before submitting any content or information to us. Users of the website, or certain services on it, who indicate they are a minor may be asked to provide a valid email address for their parent or guardian so that we may verify parental consent, where required;
- II. not to make a minor's participation in our activity contingent on the child disclosing any more personal information than is reasonably necessary in order to do so.

Parents or legal guardians should supervise minors when online and we recommend parental control tools be put in place. Any minor using the website and services offered is confirming that they have received the consent of their parent or a guardian to do so.

## **6. Storing and retaining your personal data**

We are committed to protecting the security of your personal data, which is held in secure data centres in the United Kingdom in accordance with current legislative requirements, industry standards and technology. We will keep the personal data you have provided for as long as we have a relationship with you; once that relationship has ended we will retain it in accordance with this Policy only for as long as we reasonably require and it will then be deleted and destroyed.

## **7. Security**

Once your personal data is received we store it as set out in this Policy. We cannot guarantee the complete security of our databases, nor that information you supply will not be intercepted while being transmitted to us over the Internet.

If we have given you a password to access certain parts of the Website, you are solely responsible for keeping the password safe and make sure you use a secure browser.

## **8. Disclosure (sharing) of your information**

We retain the right to contact you with reference to our service, your account status.

You may opt out of further communications and all emails we send will also give you this opportunity.

We will also; at your request, do what is commercially viable to remove your information from our database, however it may prove impossible to remove all the information and some residual details may be retained on our network.

Schilling CTS Ltd. employees only get access to your information when it is reasonable to do so. We make every effort to make our databases secure.

We will allow you to review the information we hold on you if you ask us in writing either by the email address provided within these terms and conditions. You may ask for corrections to this information and if we agree, we will do so.

Websites within Schilling CTS Ltd. might sometimes permit third parties to provide offers or services, promotions or competitions through the network.

We are not responsible for any actions or privacy policies used by these third parties and it is up to you to check their policy.

If you divulge personal information on the forums that information can be collected by third parties and used to contact you, we assume no responsibility for this and have no control at all.

We are registered with and comply with the terms set out in the Data Protection Act.

We may disclose your personal information to third parties and these are as follows:

- ✓ to appoint other organisations to carry out some data processing activities on our behalf. For example, mailing services, hosting service providers, and to check your details against the Telephone Preference Service;
- ✓ If we or substantially all of our assets are acquired by a third party, in which case personal data held by us about customers will be one of the transferred assets;
- ✓ If we are under a duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply our terms of use or terms and conditions of supply of any of the services provided by us (for example our ground regulations) and other agreements; and/or
- ✓ to protect the rights, property, or safety of us, our commercial partners, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.

Where we share your personal information with third parties we will take reasonable steps to ensure that it is properly protected and processed in accordance with this Policy.

### **9. Your rights to access your personal information:**

All requests set out in this section or other queries relating to this Policy should be addressed to [contact@schillingcts.com](mailto:contact@schillingcts.com) Please include your name, address, and/or email address when you contact us.

You have the right to see a copy of the information that we hold about you. We may charge a small fee towards the cost of administering any request you make. The current fee is £10.00.

### **10. Update and Amend Your Personal Information:**

You have the right to ask that the information we hold about you is corrected by updating/changing your profile preferences or by contacting us as above. We encourage you to update your personal information promptly if it changes.

### **11. Opt-out of Being Contacted:**

You have the right to ask that we stop contacting you by informing us at mail: [contact@schillingcts.com](mailto:contact@schillingcts.com)

**12. Close Your Account/Delete Your Personal Information:**

You (and any parent/guardian of a minor) have the right to request that we close your account and/or delete your personal information from our database. We will make all reasonable efforts to comply with this request. However, it may not be possible to delete an entry without some delay and without retaining some residual personal information because of backups and records of deletions (including to ensure we no-longer communicate with you) or because we are required to retain personal information for other lawful requirements.

If you are dissatisfied with our response to any of your data privacy concerns you have the right to raise this with us on mail [contact@schillingcts.com](mailto:contact@schillingcts.com)