

Privacy policy

1. Introduction

1.1 This Privacy Policy sets out the privacy policy of Opus Business Media Limited, Company Number 06786728 (England) whose registered address is at Zurich House, Hulley Road, Macclesfield, Cheshire SK10 2SF

1.2 Opus Business Media is committed to protecting the privacy of its users and the purpose of this Privacy Policy is to describe to you how Opus Business Media will use personal information about you that is submitted to Opus Business Media.

1.3 By providing your personal information to Opus Business Media, you consent to the collection and use of it and any other information provided to Opus Business Media in accordance with this Privacy Policy. If at any time you wish to change the uses of your personal information to which you have consented, please contact Hannah Wilkinson at info@opusbusinessmedia.co.uk

1.4 Opus Business Media may revise this Privacy Policy at any time by posting an update on its website(s). Please ensure that you check this website and any other Opus Business Media website(s) you use from time to time to review the then current Privacy Policy and to update your preferences. This Privacy Policy was last updated in January 2012.

2. Collection of Personal Information

2.1 The types of personal information collected and stored by Opus Business Media might include your name, date of birth, e-mail address, postal address, telephone number, fax number and credit/debit card details (to the extent permitted by the Data Protection Act 1998 and related legislation ("the DPA").

2.2 Opus Business Media (or any of its sub-contractors) may collect personal information about you in the following ways:

(a) any data which you provide when you complete and submit an application to Opus Business Media to register on its website(s) or receive email alerts or other communications from Opus Business Media;

(b) any data that you provide via postings to forums and blogs and any other posting that you make to an Opus Business Media website (in such circumstances the information posted by you will, of course, also be available to users of the website throughout the world);

(c) during any transaction with us; and

(d) any other data which you provide to Opus Business Media when you enquire about our activities, email, telephone or write to us or otherwise provide us with personal information.

2.3 Opus Business Media (or any of its sub-contractors) may also receive information about you from third parties, for example a friend who wants to tell you about one of our websites.

3. Storage and retention of your information

3.1 Opus Business Media will keep your information on a secure server. The technology that Opus Business Media uses and the security policies which Opus Business Media has implemented are intended to safeguard your information from unauthorised access and improper use.

3.2 Opus Business Media will keep your information (to the extent permitted by the DPA) to enable Opus Business Media to use it for the purposes described in this Privacy Policy.

4. Use of Your Information

4.1 Opus Business Media may use your personal information (subject in each case to the requirements of the DPA) for the following purposes:

(a) administering your website account(s) and otherwise in connection with any service for which you have provided your information, including any email alerts, transactions with us and competitions and promotions that you take part in;

(b) responding to any enquiry you make;

(c) subject to your consent, sending you newsletters and/or alerts and information regarding Opus Business Media's or any third party's future services (in all formats to which you have consented eg post, email, text); and

(d) for generating aggregated statistics about users, traffic patterns etc of the Opus Business Media website(s) and other services and developing Opus Business Media's marketing plans.

4.2 Opus Business Media may also disclose your information (subject in each case to the requirements of the DPA) as follows:

(a) if you have given your consent for Opus Business Media to do so, to other selected organisations to enable them to contact you or send you information by post, telephone and/or email;

(b) to any service providers, sub-contractors and agents appointed by Opus Business Media to perform the above functions on its behalf and in accordance with its instructions;

(c) to third parties selected by Opus Business Media as part of aggregated and anonymised statistics about users, traffic patterns etc of the Opus Business Media website(s);

(d) to such individuals and/or bodies as necessary to ensure Opus Business Media's compliance with any applicable law, regulation, legal proceeding or governmental request;

(e) (where you post material that does or may constitute a criminal offence, breach the rights of a third party, give rise to a civil action or breach the Terms & Conditions of the applicable website and as otherwise necessary to protect the rights, property or safety of Opus Business Media and its customers), to any relevant authority or third party requiring Opus Business Media to disclose the identity of or locate anyone posting such material on an Opus Business Media website; and
(f) to any individual making a subject information request to Opus Business Media.

4.3 In the event that Opus Business Media (or a relevant part of Opus Business Media) is acquired by or merges with another company, your personal information may be passed to the purchasing/merging company amongst the transferred business assets. This will enable your relationship to continue with the relevant Opus Business Media business despite the change of ownership. Your personal information may also be passed (on a confidential basis) to companies with whom Opus Business Media is negotiating such a sale/merger as part of the verification exercise carried out on Opus Business Media by the third party.

4.4 In processing your information in accordance with the above, Opus Business Media may (to the extent permitted by the DPA) send it outside the European Economic Area ("EEA"). Opus Business Media will take all reasonable steps to ensure that in such circumstances your data is treated securely and in accordance with this Privacy Policy but your attention is drawn to the fact that the laws of countries outside the EEA may provide lesser protection to your information than the UK. When you submit your personal information to Opus Business Media you consent to the transfer of your information outside the EEA unless you specifically indicate otherwise.

5. Cookies

5.1 To personalise your browsing experience, Opus Business Media uses "cookie" information technology. "Cookies," are small pieces of information that are issued by your computer when you enter a website. Cookies are stored by your browser on your computer's hard drive and enable the website to identify your computer and to store information about your use and navigation of the website.

5.2 Cookies enable Opus Business Media to store information about your preferences and therefore customise the website according to your individual interests. They are also used to monitor which parts of the website are the most popular to its visitors.

5.3 You are not obliged to accept cookies and you can amend your browser's settings to prevent cookies being accepted by it. Please be aware that if you do disable cookies however, certain services on the Opus Business Media websites will not be available to you and your use and enjoyment of them will be impaired.

6. Third Party Websites

Please be aware that Opus Business Media does not control and is not responsible for websites that are referred to or linked from its own websites and that use of your personal information on these websites is not subject to this Privacy Policy.

7. Registration

7.1 To access certain parts of the Opus Business Media websites, Opus Business Media may require you to register and provide certain information about yourself.

7.2 You are reminded that in addition to the provisions of this Privacy Policy, where you register you also agree to:

- (a) provide true, accurate, current and complete information about yourself as prompted by the relevant registration form (such information being the "Registration Data"); and
- (b) maintain and promptly update the Registration Data to keep it fully up to date.