

## **Personal Information**

Innovation Group is very sensitive to privacy issues on the Internet. We respect your right to privacy and feel it is important for you to know how we handle the information we receive from you via the Internet.

When you visit our website and when you communicate with us via our website, we will not collect personal information about you, unless you provide us that information voluntarily. By "personal information," we mean data that is unique to an individual, such as name, address, social security number or telephone number. If you provide personal information to us voluntarily, via our website, we will not sell, license or transmit that information outside of Innovation Group and those affiliated companies involved in administering or providing our services unless required to do so by legal, judicial or governmental proceedings, or unless we do so in accordance with an express authorization you have given us. In some cases we may disclose information to our contractors or agents only for the purpose of enabling them to perform certain functions for us. We will disclose information in compliance with applicable laws and regulations and will require the recipient to protect the information and use it only for the purposes provided.

There may be times when we will need to request personal information from you in order to deliver materials or information that you have requested from us.

## **Using E-mail**

We welcome your comments or questions about our website and have provided e-mail boxes for that purpose. We will share your comments and questions with our customer service representatives and those employees most capable of addressing your questions.

Please note that your e-mail, like most, if not all, non-encrypted Internet e-mail communications, may be accessed and viewed by other Internet users, without your knowledge and permission while in transit to us. You should also know that unless otherwise noted, the e-mail functionality on our website does not provide a completely secure and confidential means of communication. In order to protect your privacy, please do not use e-mail to communicate information to us that you consider confidential. If you wish, you may contact us instead via telephone at the telephone numbers provided at various locations on our website.

## **Other Information**

You should also be aware that when you visit our website, your IP address as assigned to you by your ISP is captured for security purposes. We also collect certain information that provides us with "usage data" such as the number of visitors we receive or what pages are visited most often. This data assists us to analyze and improve the usefulness of the information we provide at our website.

## **Your Rights**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting us at National Service Network, Network House, North Crawley Road, Newport Pagnell MK16 9TG.

## **Linking to Other Websites**

For your convenience our website may contain links to other non-Innovation Group websites that we think might be useful or of interest to you. Innovation Group is not responsible for the privacy practices of those websites nor for the nature, accuracy, quality of the content or opinions expressed on those websites. Innovation Group does not investigate, monitor or check for quality, opinions, products or services provided on those websites.

## **This Statement**

Innovation Group may change or update this Policy from time to time without notice, so please review it periodically to keep informed of any changes. This Policy is not intended to and does not create any contractual or other legal rights in or on behalf of any party.