

CARRENZA LIMITED PRIVACY POLICY

Last updated: February 2016

1. Purpose of this privacy policy

We are committed to the privacy and confidentiality of information provided by you to us. This privacy policy describes our current policies and practices with regard to any personal information collected by us from you directly and/or through the Website.

Personal information means any information which identifies you (or if you are an organisation, the information which identifies your workers), and may include information such as names, email addresses and telephone numbers.

2. Who we are

<http://carrenza.com> (the **Website**) is owned and operated by Carrenza Limited, with registered company number 04189775.

References to the "Company", "we", "us", "our" and "ours" in this privacy policy means Carrenza Limited.

The terms "you", "your" and "yours" when used in this privacy policy mean any user of the Website.

If you have any queries about your privacy whilst using our site, please email us at info@carrenza.com.

3. Our use of your personal information

We will only use your personal information for the purposes set out below.

We will never provide your personal details to a third party without your consent (unless we are required to do so by applicable law).

As such, if you do not want certain personal information to be accessed by these third parties, or processed for the following purposes, you should not enter such information into the Website.

By accepting this policy, you consent to us using your personal information for the following additional purposes:

- for use as contemplated by our Website;
- for marketing purposes, including to contact you to inform you of new services and products we will be providing and selected news and events that we think may be of interest to you;
- if you submit a CV or speculative job application, to respond to you and send you information about job opportunities if a suitable position becomes available;
- to develop, deliver and improve our products and services;
- for internal purposes such as research, analysis, testing, monitoring, customer communication, risk management and for administrative purposes; and
- for performing data analysis on the personal information.

4. Unsubscribe from marketing

If you no longer wish to receive emails from us and want to be removed from our electronic mailing list, please email us at info@carrenza.com with "Email Unsubscribe" in the subject heading.

If you choose to unsubscribe from our mailing lists, we will hold your contact details on file marked so that we do not contact you again. This is so that we do not contact you if your details are subsequently provided to us by a third party.

5. Notification of changes to privacy policy

We are continually improving our methods of communication and adding new functionality and features to this Website and to our existing services. Because of these ongoing changes, changes in the law and the changing nature of technology, our data protection practices will change from time to time. If and when our data protection

practices change, we will update this privacy policy to describe our new practices. We encourage you to check this policy regularly using the following link <http://carrenza.com/privacy-policy>.

6. Anonymous data collected through our Website

In addition to the information we collect as described above, we use technology to collect anonymous information about the use of our Website.

7. Cookies and similar technologies

In order to collect the anonymous data described in the preceding paragraph, we may use cookie technology on our Website.

A cookie is a small piece of information which is sent to your browser and stored on your computer's hard drive, mobile phone or other device. Cookies do not damage your computer.

You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not. However, some of the services and features offered through our Website may not function properly if your cookies are disabled.

We use two types of cookies on our Website:

- **Strictly necessary cookies**

These cookies are essential in order to enable you to move around the Website and use its features. Without these cookies, services you have asked for cannot be provided. They are deleted when you close the browser.

- **Performance cookies (e.g. Google Analytics)**

These cookies collect information in an anonymous form about how visitors use our Website. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it.

We may also use your IP address to help diagnose problems with our server, to administer our Website and to improve the service we offer to you. An IP address is a numeric code that identifies your computer on a network, or in this case, the internet. Your IP address might also be used to gather broad demographic information.

We may perform IP lookups to determine which domain you are coming from (i.e. aol.com, yourcompany.com) to more accurately gauge our users' demographics.

Information from these types of cookies and technologies or about website usage is not combined with information about you from any other source. None of the cookies or technologies that we use will personally identify you.

8. Consent

To comply with current legislation, we need to ask for your consent to set the performance cookies described above. When you arrive on our Website a banner appears asking for your consent to place performance cookies on your device. By continuing to use our Website, we assume that you consent to cookies being placed on your device. If you do not agree please leave our Website immediately. Once your consent has been provided, this message will not appear again when you revisit our Website. If you, or another user of your computer, wish to withdraw your consent at any time, you can do so by altering your browser settings.

9. Data access and corrections

Upon receipt of your written request and enough information to permit us to identify your personal information, we will disclose to you the personal information we hold about you in accordance with applicable data protection laws.

We will also correct, amend or delete any personal information that you tell us is inaccurate and notify any third party recipients of the necessary changes. You may update any information you have given to us by logging into the Website and changing your details within your profile section.

Requests to delete personal information are subject to any applicable legal and ethical reporting or document retention obligations imposed on us.

10. Links to other websites

Our Website may contain hyperlinks to websites that are not operated by us. Please make sure that you review any privacy policy posted on any website you visit before using the site or providing any personal information about yourself.

11. Transfer of data abroad

If you are visiting the Website from a country other than the country in which our servers are located, the various communications will necessarily result in the transfer of information across international boundaries.

By visiting the Website and communicating electronically with us, you consent to the processing and transfer of your personal information as set out in this privacy policy.