



TEC Group **PRIVACY POLICY**

Introduction

Protecting the security and privacy of your personal information is important to TecReports Ltd, and to the way we conduct our business in compliance with laws on privacy, data protection and data security. We hope the policy outlined below will help you understand what information TecReports Ltd may collect, how TecReports Ltd uses and safeguards of that information.

Statement of Intent

When you access our websites, we may automatically (i.e. not by registration) collect information that is not personally-identifiable (e.g., type of Internet browser and computer operating system used; domain name of the website from which you came, number of visits, average time spent, pages viewed).

It is TecReports Ltd intention to use the information supplied to help provide the best service we can, and strive to continually improve it. Some of our services to members depend on the information provided in order to produce and deliver them. Our aim is to be able to tailor as much information as possible to members and their individual needs. Whenever personal information is supplied, it will be used in ways that TecReports Ltd believes will improve the service we deliver and which ultimately benefit the users/members.

Track and Trace

When you visit any of the TecReports Ltd managed websites and you enter your password and username, TecReports Ltd is able to log the pages you visit and when you visit them. Increasingly, those receiving emails from TecReports Ltd with hyperlinks incorporated into them will also be tracked by us when you click on the hyperlinks. TecReports Ltd will record this information and use it to help us monitor the performance of the websites and emails, and to assess the levels of interest in them. All this will be used ultimately to refine the design of websites we manage, improve their content, and be able to offer information in a way which is more appropriate to your individual needs.

Cookies

When you view one of our websites, we may store some information on your computer in the form of a 'cookie' to automatically recognise you the next time you visit. Cookies can help us to save your user name or E-mail address, but not your password, so that you do not have to re-enter it each time. If you choose not to be recognised, please refer to your



Internet browser to erase cookies from your computer hard drive, block all cookies or receive a warning before a cookie is stored.

Legal Responsibilities

TecReports Ltd is mindful of its obligations and duties under the Data Protection Act towards the individual who supplies information and about whom TecReports stores and uses that information. We have to collect the information fairly and let you know how we will use it. We must also let you know if we will pass any information on to anyone else. TecReports does not pass any information to third party sites. We do not ask for or store credit card information on our interactive Internet services.

Security

TecReports Ltd takes precautions to ensure the security of your information and strives to keep it accurate. We endeavour to carefully protect your information from loss, destruction, falsification, manipulation and unauthorised access or unauthorised disclosure.

Username and Passwords

You are responsible for all use of the services made using your username and password, whether or not the use is made by you, or someone else using your username and password. You are responsible for protecting and securing your username and password from unauthorised use. If at any time you believe your username and password is being used by unauthorised persons, please let us know so we may change your password.

Privacy Policy Changes

If we decide to change our privacy policy, those changes will appear on this site so that you can always see our latest policy statements.



Your rights

Any individual is within his or her rights to request details of the information we hold on them, have any inaccuracies corrected or ask that the information not be stored or used. However, in the latter instance, this might seriously inhibit our ability to provide, develop and offer services whether information, representation or other member services) of a significantly beneficial nature to, and high quality otherwise expected of us by, our members. Any enquiries about this matter should be addressed to:

TecReports Ltd,
2 Rawdon Road
Moirā
Swadlincote
Derbyshire
DE12 6DQ

Those under the age of 18 are not allowed to provide TecReports Ltd with personal information without the consent of their parent(s) or legal guardian.