

## Privacy Policy for website

i-Transport LLP intends for [www.i-transport.co.uk](http://www.i-transport.co.uk) ("the Site") to complement the services that the practice provides. This statement sets forth our privacy policy in relation to information we collect from this Site, describing the practices we follow to respect the privacy of all visitors. This policy is effective from 1 May 2018.

At i-Transport LLP we have focused on implementing fair information practices that are designed to protect your privacy. If you have questions or you do not feel that your concerns have been addressed in our privacy statement, or you just want to talk with us, feel free to contact us by email at [enquiries@i-transport.co.uk](mailto:enquiries@i-transport.co.uk)

### Data Protection

We collect personally identifiable information that is voluntarily provided by visitors to this Site (User Data). The User Data that i-Transport LLP receives from Site visitors includes name, title, address, email address, screen name, telephone and fax numbers, and any other information provided by visitors in email messages or attachments.

Typically, User Data is collected in order to assist visitors to:

- distribute requested reference materials
- submit resumes or work history information
- submit online application forms
- contact us for further information
- register for events, courses and conferences.

It is i-Transport LLP's policy to limit the information collected to only the minimum information required to complete a Site visitor's request.

i-Transport LLP's intention is not to seek any sensitive information through our Site unless legally required for recruiting purposes. Sensitive information includes a number of types of data relating to race or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record.

### Use of User Data

User Data obtained by the Site is used for internal business purposes of i-Transport LLP and in connection with a visitor's request. This data is not shared with others for unrelated purposes unless stated in this Privacy Policy or otherwise communicated to the Site visitor.

i-Transport LLP makes every practical effort to avoid excessive or irrelevant collection of data. If a visitor believes the Site has collected excessive information, we encourage the visitor to contact us at [enquiries@i-transport.co.uk](mailto:enquiries@i-transport.co.uk) to raise any concerns.

Except for instances where visitors explicitly choose to receive specific i-Transport LLP marketing or other informational materials, i-Transport LLP will not use personal data collected from our Website to distribute marketing or informational materials.

### **Third Parties**

It is i-Transport LLP's policy only to disclose User Data to third parties under the following circumstances:

- when explicitly requested by the visitor;
- when required to deliver publications or reference materials requested by the visitor;
- when required to facilitate conferences or events hosted by a third party; and
- when required to meet any other request of a visitor.

Categories of third parties that i-Transport may share personally identifiable information with include state, and local government entities. This Site does not collect or compile personally identifying information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

### **Use of Cookies**

A cookie is a tiny element of data that a website can send to a visitor's computer's browser so that this computer will be recognised by the site on their return. Cookies allow our web server to recognise a computer on connection to the Site, which in turn allows the server to make downloading of pages faster than on first viewing. In addition, cookies may also be used by us to establish statistics about the use of the Site by Internet users by gathering and analysing data such as: most visited pages, time spent by users on each page, site performance, etc. By collecting and using such data, we hope to improve the quality of the Site.

The data collected by our servers and/or through cookies that may be placed on your computer will not be kept for longer than is necessary to fulfil the purposes mentioned above.

Navigation data about site viewers is automatically collected by our servers. If you do not wish to have this navigation data collected, we recommend that you do not use the Site. A visitor can also set their browser to block the recording of cookies on their hard drive to minimise the amount of data that may be collected about your navigating on the Site. The browser on a computer can be set to notify the

user when a cookie is being recorded on their computer's hard drive. Most browsers can also be set to keep cookies from being recorded on their computer. However, for optimal use of the Site, we recommend that visitors do not block the recording of cookies on their computer.

All i-Transport LLP servers and computer systems are protected from outside intrusions. As a result, all data that may be collected about Site viewers through the use of cookies will be protected from unauthorised access.

Cookies used on the Site are only active for the duration of the visit. Cookies used on this site are not stored on visitor's computer once you have closed your web browser. Information generated by the use of cookies may be compiled into an aggregate form so that no individual can be identified.

We may at some stage use cookies to identify users when they visit the Site to use personalised services. In such circumstances these cookies may be kept on the hard drive of their computer following closure of the web browser. Cookies used in connection with such services enable us to build up a profile of our users and to develop personalised versions of the Site.

For more information about cookies, please see the Information Commissioner's website home page (<https://ico.org.uk/>) or the Interactive Advertising Bureau.

A visitor may choose to not receive a cookie file by enabling your web browser to refuse cookies. The procedure for refusal of cookies may vary for different software products. Please check with your internet browser software help or your software supplier if you wish to refuse cookies.

### **Transfer of User Data outside the User Jurisdiction**

The Internet is a global environment, therefore to provide the Site we may need to transfer User Data to locations outside the jurisdiction in which a visitor is viewing the Site (the User Jurisdiction) and process User Data outside the User Jurisdiction. If the User Jurisdiction is within the European Economic Area (the EEA) please note that such transfers and processing of personal data may be in locations outside the EEA. Any data sent or uploaded by users may be accessible in jurisdictions outside the User Jurisdiction (including outside the EEA). The level of data protection offered in such jurisdictions may be less than that offered within the User Jurisdiction or (as the case may be) within the EEA.

User Data may be controlled and processed by any of i-Transport LLP's offices. The location of our offices may change from time to time and i-Transport LLP may acquire offices in any number of countries or territories at any time, any one or more of which may act as controllers of and/or process personal information of visitors. By continuing to use the Site and by providing any personal data

(including sensitive personal data) to us via the Site or email addresses provided on the Site, visitors are consenting to such transfers, provided that they are in accordance with the purposes set out above and elsewhere in any Legal Notice and this Privacy Policy. Please do not send us any personal data if you do not consent to the transfer of this information to locations outside the User Jurisdiction (including, if applicable, outside the EEA).

### **Third-party Links**

There are several places throughout this Site that may link to other Websites that do not operate under i-Transport LLP's privacy practices. When visitors link to other Websites, i-Transport LLP's privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information. We will not be liable for any loss or damage caused by a virus, distributed denial-of-service attack, or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of our site or to your downloading of any content on it, or on any website linked to it.

### **Choices**

As a policy, visitors are not required to register to gain access to this Site. Personally identifiable information provided to i-Transport through this Site is provided voluntarily by visitors. Should visitors subsequently choose to unsubscribe from mailing lists or any registrations, we will provide instructions on the appropriate Website area or in communications to our visitors; or a visitor may contact i-Transport LLP at [enquiries@i-transport.co.uk](mailto:enquiries@i-transport.co.uk)

### **Access**

Each visitor has the right of access to personal data they have submitted through this Site.

User updates of information should be handled by going back through the registration process. Enquiries about the accuracy of identifying information previously submitted, or requests to have information removed, should be directed to: [enquiries@i-transport.co.uk](mailto:enquiries@i-transport.co.uk)

### **Security**

All i-Transport LLP members and employees are instructed to follow a practice-wide security policy. Only authorised personnel are provided access to personally-identifiable information and these employees are required to agree to ensure confidentiality of this information.

### **Modifications**

i-Transport LLP reserves the right to modify or amend this statement at any time. The effective date will be displayed at the beginning of this statement. To keep visitors informed, i-Transport LLP will notify users of material changes to our Privacy Statement by prominently identifying a link on our

home page at <http://www.i-transport.co.uk> to the updated Privacy Policy for a period of not less than two weeks.

### **Consent**

By continuing to use the Site and by providing any personal data (including sensitive personal data) to us via the Site or email addresses provided on the Site, visitors are consenting to our use of your personal data as set out in this Privacy Policy. Please do not send us any personal data if you do not want that information to be used by us in this manner.

### **Copyright**

All documents, programmes, logos, publications, designs, products, processes, software, technology, information, and ideas (Content) provided by or described in this Site are the property of i-Transport LLP and/or its affiliates or suppliers and are protected by U.K. and international copyright laws and other intellectual property laws, unless stated otherwise. The Content is provided to users of this Site for informational purposes only. Except as expressly permitted below or by applicable law, users may not copy (except to the extent required in order to use the site in accordance with any Legal Notice), store in any medium (including in any other website), distribute, transmit, re-transmit, broadcast, modify, or otherwise make available or communicate to the public any part of the Site or systematically extract material from the Site or any document available through it or in any other way exploit commercially all or any part of the Site or any document available through it without our prior written permission. If you wish to reproduce the material on this site, or for any other queries, please contact the web editor at [enquiries@i-transport.co.uk](mailto:enquiries@i-transport.co.uk). Explain how and why you wish to use the materials and include your name, organisation, telephone number and email address.

Users may print or save one copy of any page of the Site and documents available through it (other than documents provided by third parties) for their own personal use. Our status (and that of any identified contributors) as the authors of content on our site must always be acknowledged.

Nothing in these terms of use excludes or limits our liability for death or personal injury arising from our negligence, or our fraud or fraudulent misrepresentation, or any other liability that cannot be excluded or limited by English law.