

WEBSITE PRIVACY & COOKIES POLICY

About Us

Novellus Bridging ("We") are committed to protecting and respecting your personal information and your privacy.

This policy, together with our terms of use and any other documents referred to on it, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By accessing or browsing the Website and/or using any of the services that we may provide to you, you confirm that you have read and understood the entirety of this policy and you accept and consent to the practices described in this privacy policy. You must not use the Website unless you agree with all the terms of this policy.

In accordance with the Data Protection Act, the data controller is Novellus Limited, 25 Ives Street, London SW3 2ND and is registered with the Information Commissioner's Office under reference ZA259171.

Personal information we may collect from you

We may collect and process the following data about you:

Information that you provide by filling in forms on our site www.novellusbridging.co.uk (our site) or by corresponding with us by phone, email or otherwise. This includes information provided when you complete our any online application form and enquiry form. If you contact us, we may keep a record of that correspondence.

Information you give us may include:

1. your name
2. your date of birth;
3. your current and (where necessary) previous postal address;
4. your telephone number and email address; and
5. your bank or building society account details or credit or debit card information.

Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

Novellus Bridging uses Google Analytics to collect potentially personally identifying data and information. We may also collect potentially personally-identifying information like Internet Protocol (IP) addresses. Novellus Bridging only discloses logged in user IP addresses under the same circumstances that it uses and discloses personally-identifying information as described above.

Visitors can at any time opt out of Google Analytics tracking with the Google Analytics opt-out browser add-on which can be found at <https://tools.google.com/dlpage/gaoptout>

IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system and browser type. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.
- You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.
- Most browsers are set to automatically accept cookies. If you're using Microsoft's Internet Explorer, Mozilla Firefox, Google Chrome or Safari you should be able to configure your browser to restrict or block cookies, or you may wish to delete them, by going to your browsers settings.

How we store your personal data

We may collect, use and store the personal information listed above for the following reasons:

- (a) to allow you to access and use the Website
- (b) to provide you with content which is tailored specifically to you;
- (c) to provide you with the information and services that you request from us;
- (d) to verify your identity in order to prevent and detect money laundering and fraud;
- (f) to carry out credit reference checks;
- (g) to carry out statistical analysis, market research,
- (h) to notify you about changes to our services and to keep you informed about our fees and charges;
- (i) with your consent only, to contact you (including by email and SMS) with information about our products and services which either you request, or which we feel will be of interest to you;
- (j) with your consent only, to disclose your personal information to carefully selected third parties, so that they might contact you (including by email and SMS) with information about products and services which may be of interest to you.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and the Novellus Limited Data protection policy. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How will your personal information be used?

Our Data protection policy outlines why we hold your data, by using this website we will use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us where you have requested to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered between you and us.
- If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services like those which were the subject of a previous sale to you.
- If you are a new customer, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this.

If you do not want us to use your data in this way, or to pass your details on to third parties please kindly advise us by emailing novellusbridging.co.uk

Disclosure of your information

We may disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets. If Novellus Bridging or substantially all its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets. If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Novellus Bridging, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

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 checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at Novellus Bridging, 25 Ives Street, London SW3 2ND.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee specified by law, currently £10, to meet our costs in providing you with details of the information we hold about you.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to our Data Protection Officer, Novellus Bridging, 25 Ives Street, London SW3 2ND.