

Dome Privacy Policy

We are committed to protecting and respecting your privacy.

This privacy policy (together with any other documents referred to in 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.

Who we are

We are Dome Consulting Limited (UK company number 03054879) with our registered address at 283-288 High Holborn, London, WC1V 7HP.

We are the data controller with respect to any personal data collected from or provided by you directly. Our data protection registration number is ZA256811.

This policy applies only to our processing of your personal data. It does not apply with respect to any data collected by, or provided by you to, any third party, including any personal data you provide via any third party website. We have no control over third party websites or the policies they may apply. You are responsible for checking the acceptability of any third party websites and/or policies before you access or use those sites.

What information do we collect?

We may collect and process the following kinds of personal data:

- a. information about your computer, your use of our applications and your use of our websites connected with or related to your use of our Software, namely those at www.domegroup.co.uk and www.domeconnect.com (our Sites). That information includes, without limitation, your IP address, geographical location, browser type and version, operating system, referral source, length of visit/use, page views and site navigation, traffic data, weblogs, browser usage and other communication data and the resources that you access;
- b. information that you provide to us for the purpose of registering with us (including your name, job title, address, telephone number, email address, demographic information (such as postcode, preferences and interests) and (if applicable) any payment details, such as bank account details or similar information you provide in the course of registration or use of our Software, our services and/or our Sites, including any information you provide by subscribing for email notifications or newsletters;
- c. information that you provide or submit in the course of your use of our Software and/or Sites, including (without limitation) any contained in photographs and videos;
- d. information provided if or when you report a problem or require support;
- e. if you contact us, we will keep a record of that correspondence;

- f. any information you choose to provide in responding to surveys that we use for research purposes (although there is no obligation to provide any such information); and/or
- g. any other information that you choose to send to us.

IP Addresses and Cookies

We may obtain information about your usage of our Software and our Sites by using a cookie file which is transferred to and stored on the hard drive of your computer, tablet or other device. Cookies help us to maintain and improve our Software and our Sites and to deliver a better and more personalised service.

Our Software and Sites use the following cookies for the following purposes:

- a. Site performance cookies: This type of cookie:
 - a. stores information about your preferences, and allow us to customise our Software and our Sites according to your individual interests;
 - b. Speeds up your use of our Software and our Sites;
- b. Anonymous analytics cookies: Every time a user visits one of our Sites, anonymous third party cookies are used to:
 - a. monitor user tracking of our Software and our Sites;
 - b. estimate audience size and usage pattern;
- c. Geotargetting cookies: By maintaining geolocation information, these cookies allow us to maintain and de-bug our Software and Sites;
- d. Registration cookies: These cookies are to recognise you when you return to our Software or Sites.

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 or use certain functionality in our Software or on our Sites. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you use our Software or Sites.

Where we store your personal data

The data that we collect from you will be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). Your data will be transferred to, stored with and processed by: (i) our IT partner, Amazon Web Services (see <http://aws.amazon.com>) (ii) our offshore software development team based in Moldova, and/or (iii) staff operating outside the EEA who work for us or our suppliers. Such staff maybe engaged in, among other things, software and website support, maintenance and development, the processing of your payments, payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storage and processing of your personal data outside the EEA for those purposes.

Uses made of the information

We use information held about you in the following ways:

- a. To optimise content in and use of our Software and our Sites;

- b. To provide you with information, products or services that you request from us or which we feel may interest you;
- c. To carry out our obligations arising from any contracts entered into between you and us, including the use of our Software and the provision of services;
- d. To allow you to participate in interactive features of our Software, when you choose to do so;
- e. To notify you about changes to our Software or our services;
- f. To maintain, develop and administer our Software and our Sites, including for security purposes and the prevention of fraud;
- g. To send you general (non-marketing) commercial communications;
- h. To send you email notifications, updates or to provide content or services you have specifically requested;
- i. To provide support in connection with our Software and our Sites, including responses to enquiries or problems; and/or
- j. To verify compliance with any applicable terms of use and other legal requirements relating to the use of our Software or our Sites.

Disclosure of your information

We may disclose your personal information to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy.

We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

- a. to the extent that we are required to do so by law;
- b. in connection with any ongoing or prospective legal proceedings;
- c. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- d. to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- e. to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on secure (password- and firewall-protected) servers. Your data will be encrypted using Secure Sockets Layer

(SSL) technology and all access to Amazon Web Services is strictly restricted to our staff and our support team.

You are responsible for keeping your password and other login details confidential. We will not ask you for your password (except when you log in).

Unfortunately, the transmission of information via the internet is not completely secure. We cannot guarantee the security of your data transmitted to our site and therefore any transmission is at your own risk.

Your rights

Dome Consulting does not process your personal data for marketing purposes. You can however exercise your right to prevent such processing at any time or to request complete removal of your data from our systems by contacting us at support@domegroup.co.uk.

Access to Information

The Data Protection Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- a. the payment of a fee (currently fixed at GBP 10); and
- b. the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

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. However, we advise that you check this page regularly to keep up to date with any necessary changes.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to support@domegroup.co.uk.