

## **Privacy Statement**

This Privacy Statement of INTRAM GAZEBO ("IG") forms part of the terms and conditions for use of this site. Please read the Privacy Statement carefully. By using this site, you will be deemed to have accepted these terms of use. If you do not accept the terms of this Privacy Statement, please do not use this site.

## **Privacy Policy**

We want you to feel secure when visiting our site and are committed to maintaining your privacy when doing so. This Privacy Statement outlines how we may obtain and use any personally identifiable information about you and the ways in which we protect and treat such information that we collect when you are on our site or when you use our services. This privacy policy also applies to any personally identifiable information about you that our business partners may share with us. This policy does not apply to the practices of companies that we do not own or control or to people that we do not employ or manage.

## **Information collection and use**

We may collect personally identifiable information when you visit or use our web/other pages or documents. You may generally be asked first before you provide any personally identifiable information. We may also receive personally identifiable information from our business partners but they will be responsible for ensuring that any transfer of such information is in accordance with your wishes. We may also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you requested.

We may use this information to register your interest in any IG product or service, to customise the content you see on our website, to fulfill your requests for certain services and information and to contact you. In particular, we may use the information to determine what is most effective about our site, to help us identify ways to improve it, and eventually, to determine how we can develop products and services offered by IG on our websites to make them more valuable and effective for you.

## **Email addresses**

We respect the privacy of personal email accounts and store email addresses just as securely as other personal information on our website. We will use email to reply to any email requests you make or to contact you about outstanding orders or IG service issues. We may also use email to keep you up to date with news about your current services, as well as anything you have indicated to IG that you have an interest in.

## **Sharing and disclosure**

IG takes all reasonable care to prevent any unauthorised access to your personal data. Other than as set out below we will not pass your personally identifiable information to anyone outside IG. We will only send personally identifiable information about you to other companies or individuals when

- we have your consent for the disclosure or
- we need to share your information to provide a product or service you have requested or

- we need to send the information to companies or individuals who work on behalf of IG or any subsidiary or associated IG company's in connection with the provision of a product or service to you (unless we tell you differently, these companies or individuals will be instructed to not use the personally identifiable information we provide to them beyond what is necessary to assist us in this purpose)

### **Access to your Personal Information**

We will provide you with the means to ensure that your personal information is correct and current. If you register on our website or for any specific IG service, you can review and edit your personal information after you have logged in.

Through providing our services to you we may collect information that is not accessible on the [page]. However, in such cases, you can access your personal information by contacting IG as described at the top of this statement, or through alternative means of access described by the service.

### **Security of your Personal Information**

IG is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use or disclosure. For example, we store the personal information you provide in computer servers with limited access that are located in controlled facilities. When we transmit sensitive information (such as a credit card number) over the internet, we protect it through the use of encryption, such as the Secure Socket Layer (SSL) protocol. SSL is an industry standard to ensure internet messages are not intercepted. However, older browsers cannot use SSL and you will need to use Microsoft Internet Explorer browsers, version 4 or later.

### **Cookies**

When someone visits the site, a cookie is placed on the customer's machine (if the customer accepts cookies) or is read if the customer has visited the site previously. One use of cookies is to assist in the collection of the site visitation statistics.

We also use cookies to collect information on which newsletter, page [and site] links are clicked by customers. This information is used to ensure we are sending information customers want to read. It is collected in aggregate form and never linked with your personal information.

Web beacons, also known as clear gif technology, or action tags, may be used to assist in delivering the cookie on our site. This technology tells us how many visitors clicked on key elements (such as links or graphics) on a web page. We do not use this technology to access your personally identifiable information, it is a tool we use to compile aggregated statistics about our web site usage. We may share aggregated site statistics with partner companies but do not allow other companies to place clear gifs on our sites.

If you choose to not have your browser accept cookies from our web site, you will be able to view the text on the screens, however you will not experience a personalised visit nor will you be able to subscribe to the service offerings on the site]

### **Third Party Sites**

Third party internet sites that you can link to through IG's site are not covered by this Privacy Statement, so please be careful when you enter any personal information online. IG accepts no responsibility or liability for these sites.

### **Changes to this statement**

IG will occasionally update this privacy statement. When we do, we will also revise the "last updated" date at the top of the privacy statement. For material changes to this statement, IG will notify you by placing prominent notice on the web site.