

# The Action Manager Limited

## Privacy Policy

8 August 2008

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This is the privacy policy for [www.theactionmanager.com](http://www.theactionmanager.com), the website (the "Website") and the web based software solution (the "Service") of the The Action Manager Limited ("TAM").

TAM is committed to protecting your privacy and to adopting technology that provides you with a powerful and secure online experience. In general, you can view this Website and all the latest news without telling us who you are or revealing any information about yourself. Sometimes however, TAM needs to monitor website usage to help it to develop the Website and our Service.

### **Collection of Personal Information**

TAM offers certain functions and services which, if you choose to use them, will require information from you in order to work, e.g. your name, email, address and mobile telephone number. TAM will endeavour to let you know before your personal information is collected from you on the Internet.

### **Primary Purposes for Use of Personal Information**

TAM uses personal information for five primary purposes:

- ✓ To perform the services you have requested.
- ✓ To make the site easier for you to use by not making you enter your personal information more than once.
- ✓ To help you find what your looking for quickly.
- ✓ To help us create and deliver content most relevant to you.
- ✓ To alert you to new services, special offers, and other info.

### **Processing Your Data**

If you choose to give us personal information to process an order or provide you with a subscription to a free service then this will be held and processed by TAM in accordance with the Data Protection Act 1998. TAM may also need to transfer your personal information to its agents or sub-contractors who will process it on the TAM's behalf.

Due to the global nature of the internet, we may transfer your information to agents

and subcontractors, which are based in countries outside the UK and EU. Those countries may not have the laws which protect your personal information to the same level as in the UK, but TAM will obtain security undertakings from them before transferring your information.

### **Providing you with information**

TAM may use your personal information to supply you with information about the Service and/or related products, new services offered, and otherwise where you have given your consent.

### **Other use**

TAM may use your personal information for general statistical purposes. We also keep track of the domains from which users visit us. We analyse this data:

- ✓ for trends and statistics and to evaluate the efficiency of our web site and our internet infrastructure.
- ✓ to ensure that services offered (such as but not limited to chat and forums) are not abused.

We may also use your information for detection of fraud and market research purposes.

### **Business relationships**

The TAM web site contains links to other web sites. TAM is not responsible for the privacy practices or the content of such web sites.

### **Cookies**

In addition to the unique Client ID your organisation has been given, TAM provides each User in your organisation with a unique username and password that must be entered each time a User logs on. TAM issues a session "cookie" only to record encrypted authentication information for the duration of a specific session. The session "cookie" does not include either the username or password of the user. TAM does not use "cookies" to store other confidential user and session information, but instead implements more advanced security methods based on dynamic data and encoded session IDs.

Information may be sent to your computer in the form of an Internet "cookie" to allow TAM's servers to monitor your requirements. The cookie is stored on your computer. TAM's servers may request that your computer return a cookie to it. These return cookies do not contain any information supplied by you or any personally identifiable information about you.

Your browser software should however enable you to block cookies if you wish to. For more information about cookies, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

## **Consent**

By submitting your personal information to TAM, you signify your consent to TAM using the information provided in the manner described above. TAM reserves the right to amend its Privacy Policy at any time, in which case the new policy will be posted on the Website. If at any time you wish to update the information which we hold about you, or if you wish to stop receiving information from TAM, please email us on [accounts@theactionmanager.com](mailto:accounts@theactionmanager.com).

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