

Andrews Sykes Group PLC - Privacy Policy

1 Introduction

- 1.1 Andrews Sykes Group PLC takes the privacy of your information very seriously. This policy explains how and for what purposes we use the information collected about you via www.andrews-sykes.com (referred to below as the "Site"). Please read this privacy policy carefully. By using the Site and any services we offer via the Site, you are agreeing to be bound by this policy in respect of the information collected about you via this Site.
- 1.2 If you have any queries about the policy, please get in touch with us using the contact details set out at www.andrews-sykes.com and we will do our best to answer your questions.

2 Personal information

- 2.1 We will not ask you to supply any personal information, and no personal information will be gathered from your computer when you visit the Site.
- 2.2 If you choose to contact us through a link, form or other facility in the Site we will only retain any e-mail address supplied for the purposes of responding to your enquiry. Your e-mail address will not be entered into a list or database for marketing purposes and will not be passed or supplied to a third party without your express permission unless ordered to by the Courts.

3 Information automatically collected from your computer

- 3.1 When you visit the Site our web server automatically records your IP address. No personal information about you will be identified from this IP address. We use IP addresses to help us administer the Site and to collect demographic information for aggregation purposes.
- 3.2 We may also gather other non-personal information (from which we cannot identify you) such as the type of your internet browser which we use to provide you with a more effective service.

4 Cookies

- 4.1 When you visit the Site we may store some information (commonly known as a "cookie") on your computer. Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are specific to the server that created them and can not be accessed by other servers, which means that they cannot be used to track your movements around the web. Passwords and credit card numbers are not stored in cookies. A cookie helps you get the best out of the Site and helps us to provide you with a more customised service. We use cookies for the following purposes:
 - 4.1.1 we use cookies so that you will not have to re-enter your preferences each time you visit the Site
 - 4.1.2 we use cookies to track how our site is used and to improve and update our content
- 4.2 You can block or erase cookies from your computer if you want to (your browser's help screen or manual should tell you how to do this), but certain parts of the Site may be reliant on the use of cookies to operate correctly and may not work correctly if you set your browser not to accept cookies.

5 Linking to third party websites

- 5.1 We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our Site and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.
- 5.2 In addition, if you linked to this Site from a third party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

6 Contact us

If at any time you would like to contact us with your views about our privacy practices, or with any enquiry relating to your personal information, you can do so by sending an e-mail to us at info@andrews-sykes.com or write to us at Andrews Sykes Group PLC, Andrews Sykes Head office, Premier House, Darlington Street, Wolverhampton, WV1 4JJ

