

# **Privacy Policy**

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# PRIVACY POLICY

The privacy policy sets out how Lornham Ltd. uses and protects any information that you give when you use this website.

Lornham Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website. You can be assured that it will only be used in accordance with this privacy statement.

Lornham Ltd. may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are aware of any changes.

#### WHAT WE COLLECT

We may collect the following information:

Name and job title, contact information including email address, demographic information such as postcode, preferences and interests and other information that may be required should you complete a customer survey, or for special offers.

What we do with the information we collect

We require this information to understand your needs and provide you with a better service, and in particular for:-

Internal record keeping. We may use the information to improve our products and services. We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes or customise our website according to your interests. We may contact

# **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

# HOW WE USE COOKIES

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies enable us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### Links to other websites

Our website may contain links to other websites. However, if you leave our site, you should note that we do not have any control over other websites. We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. Please review the privacy statement applicable to the website in question.

# Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

Whenever you are asked to complete a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at <a href="mailto:info@lornham.com">info@lornham.com</a>

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to:

Lornham Limited, 7 New Quebec Street, London W1H 7RH

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

# **ACCESSIBILITY**

This page states our intention that our website is usable and accessible to all users and details some of the measures taken.

This website's objectives are to conform to the Guidelines for UK government websites, which support the W3C's Web Content Accessibility Guidelines 1.0, Level AA, to ensure a Web accessibility standard have been achieved and are maintained.

# **Alternative Text**

All images on this site are accompanied by a brief alternative text which where appropriate identifies an image or its function. This alternative text (alt-text) is generally only visible when the browser's automatic image loading feature is turned off.

# Links

All text links are written so that they make sense when read out of context.

# **PDFs**

Adobe® Acrobat® Portable Document Format (PDF) files on this site will be tagged to allow basic accessibility as resources allow, or on request. For more detailed information about PDF accessibility please visit the Adobe website accessibility section. For more help with Acrobat files generally, and a link to download Acrobat Reader see the site help page.

# Text size

The text on this website has been styled using a non-fixed value in a style sheet. This means that users can easily change the text size using their browser settings.