

D.G. Jones Limited – Privacy Policy

D.G. Jones Limited are committed to respecting your privacy. This privacy policy and statement of cookie use (the "Privacy Policy") discloses our privacy practices and expresses our commitment to keeping you informed of the information we collect and how it is used. We ask that you take time to read it carefully. We may update this Privacy Policy from time to time to reflect new uses, rules, regulations or technologies that impact your privacy.

We recommend that users review our Privacy Policy on a routine basis to view any changes. This Privacy Policy will be continuously assessed against new technologies, business practices and data protection regulations. This Privacy Policy applies to and governs data collection and usage at www.eryriconsulting.co.uk, including the content, features, and any microsites, blogs and discussion groups that are a part of www.eryriconsulting.co.uk (the "Web Site"). **IF YOU DO NOT AGREE WITH OUR PRIVACY POLICY, THEN DO NOT USE THIS WEB SITE.**

1. THE INFORMATION WE COLLECT AND HOW IT IS USED

You make the decision whether or not to proceed with any activity that requests personally identifiable information, but please be aware that if you choose not to provide the information requested, you may not be able to complete certain communications with D.G. Jones Limited.

We have your contact details (Our Account Number, Company Name, Contact Name, contact e-mail, Contact Telephone Number, Business Address) on a client database and will not disclose this information to any third-party without your consent.

Any marketing or information e-mails sent to our Clients will be done using the Blind Carbon Copy (Bcc.) send option, therefore e-mail addresses can be hidden from others.

We may also periodically conduct business and individual user surveys because they provide us with important information that helps us to improve our services. Participation in such surveys is completely voluntary and you, therefore, have a choice whether or not to disclose this information.

Data you submit online may also be combined with other information you provide through other means of communication, such as postal mail.

As is true of most web sites, we gather certain information automatically and store it in log files. This information includes Internet protocol (IP) addresses, browser type, referring pages, date/time stamp and click stream data. We use this information, which does not identify individual users, to analyse trends, to administer the Web Site, to track users' movements around the Web Site and to gather demographic information about our user base as a whole. We do not link this automatically-collected data to personally identifiable information.

Our Web Site includes social media features, such as the Facebook "Like" button Widgets and the "Share" button. These features may collect your IP address, which page you are visiting on our Web Site, and may set a cookie to enable the feature to function properly. Social media features are either hosted by a third party or hosted directly on our Web Site. Your interactions with these features are governed by the privacy policy of the company providing it.

A SPECIAL NOTE ABOUT TRACKING TECHNOLOGIES: Technologies such as: cookies, beacons, tags, and scripts may be used on the Web Site by D.G. Jones Limited and our marketing and analytics partners. These technologies are used for operation of the Web Site or service that you request as a user of the Web Site, such as to remember text you may have entered when you navigate back to the page in the same session. We also use technologies to provide optional features and functionality that you may access on the Web Site.

When you click on a link to an external web site or third-party resource (including embedded widgets similar those provided by Facebook and Twitter), the third party may place a cookie from its own site. D.G. Jones Limited does not control the dissemination of these cookies. You should check the relevant third-party web site for more information about these cookies. Like other aggregated information from the Web Site that does not identify individual users, we may analyse

and share non-personally identifiable information collected through cookies with D.G. Jones Limited subsidiaries, affiliates, and third parties, including our business partners and service providers, and in marketing materials and public disclosures.

Most web browsers automatically accept cookies but, if you prefer, you may take certain steps to control the use of cookies by modifying your browser to reject cookies or to notify you whenever a cookie is sent to your hard drive. You can learn more about cookies and ways to manage them at: <http://www.allaboutcookies.org/>. Please be aware that restricting cookies on the Web Site may impact the functionality and performance of the site.

2. CHOICE

We may use your personally identifiable information for purposes not directly related to our services you have requested or other requests or inquiries you have made, such as to send you e-mail communications, D.G. Jones's newsletter, information about our discussion forums and customer service communications information on new products or offers and information from Skillsoft's partners unless you direct us not to do so by opting-out at the point where the information is collected.

We will retain your information for as long as needed for the purposes for which it was collected, and in accordance with our retention policies, as applicable. We will retain and use your information as appropriate to comply with our legal obligations, resolve disputes, and enforce our agreements.

3. SHARING OF INFORMATION

Unless D.G. Jones Limited has your permission or is required by law, or except as otherwise set forth in this Privacy Policy, D.G. Jones Limited will not sell, rent or lease your personally identifiable information to others, except in order to provide you with the products and services you request.

Please remember that when you submit information to a discussion group or some other public or online forum, the information submitted will be deemed public information and will not be considered confidential or treated by D.G. Jones Limited as other personally identifiable information you specifically provide to D.G. Jones Limited, which is subject to this Privacy Policy.

We may share or disclose your personally identifiable information if such disclosure is necessary to: (a) comply with legal process (such as a court order) or other legal requirements of any governmental authority; (b) protect our rights or property; (c) protect the interest of users of the Web Site, other than you, or any other person; or (d) operate or conduct maintenance and repair of our services or equipment, as authorised by law.

Notwithstanding the foregoing, as a result of the sale, merger, consolidation, change in control, transfer of substantial assets, reorganisation or liquidation of D.G. Jones Limited, we may transfer, sell or assign information concerning your use of this Web Site, including without limitation, personally identifiable information, to third parties involved in the transactions listed above. In the event of such transfer, sale or assignment, notice will be given in accordance with Section 7, Notification of Changes, below.

4. LINKS

D.G. Jones Limited may provide you with links to other websites that may be operated by companies not affiliated with D.G. Jones Limited. Please be aware that D.G. Jones Limited is not responsible for the privacy practices or the content of such websites. D.G. Jones Limited does not endorse them or make any representations about them or any information, services, products or materials found on them. Linked websites may have their own privacy policies or notices, which we strongly suggest you review if you visit any linked websites. We are not responsible for the content of any websites that are not affiliated with D.G. Jones Limited, any use of those websites, or the privacy practices of those websites.

5. DATA TRANSFER AND SECURITY

We may transfer the personally identifiable information we collect about you to countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information. When we transfer your information to other countries, we will protect that information as described in this Privacy Policy and in accordance with applicable law.

We will take steps intended to safeguard personally identifiable information stored on our systems from unauthorised access or disclosure. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, we cannot ensure or warrant the security of any information you transmit to us or from our online services, and you do so at your own risk.

6. HOW TO ACCESS AND CORRECT YOUR INFORMATION

D.G. Jones Limited strives to keep your personally identifiable information accurate and up-to-date. Should you find inaccuracies in your personally identifiable information and wish to amend, correct or delete the same, please contact us through one of the communication methods described below in Section 10, Contacting Us. To the extent required by applicable law, D.G. Jones Limited will respond to requests to update personally identifiable information within 30 days of the reception of the request.

To opt out of all future marketing and promotional correspondence from D.G. Jones Limited, please update your e-mail preferences or follow the unsubscribe instructions contained in the e-mail communications you receive. To the extent required by applicable law, your request will be met within 10 business days.

7. NOTIFICATION OF CHANGES

D.G. Jones Limited reserves the right to make changes to this Privacy Policy. If we make a material change to this Privacy Policy that results in the use of personally identifiable information that is inconsistent in material respects with the practices described at the time of collection, we will notify you and provide you with the choice as to whether or not you will allow us to use your information in this different manner. In the event there is a material change in our privacy practices that does not affect user information already stored in our database, a notice will be posted on our Web Site notifying all users of the change.

8. CHILDREN

D.G. Jones Limited does not knowingly collect personally identifiable information from users under the age of 13. Children under 13 should not send any information about themselves to D.G. Jones Limited. If a child under 13 submits information through any part of the Web Site, and D.G. Jones Limited becomes aware that the person submitting the information is a child, we will attempt to delete this information as soon as possible.

9. ACCEPTANCE OF PRIVACY POLICY

By using the Web Site, you signify your assent to our Privacy Policy. If you do not agree with this Privacy Policy, please do not use our Web Site. Your continued use of this Web Site following posting of changes to these terms will mean you accept those changes.

10. CONTACTING US WITH COMMENTS AND CONCERNS

We welcome your comments. Should you have any questions or concerns about our Privacy Policy, please contact us: via e-mail at: stephenjones776@yahoo.com, by telephone at 07747 414844, or by mail to: D.G. Jones Limited, Gwel Y Grug, Caeathro, Caernarfon, Gwynedd, LL55 6UH.

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