

Privacy Statement

CTM COMUNICATIONS LIMITED ("We") is incorporated and registered in England and Wales with company number 4005915 with registered office at Office 1 Ellenbrook Village Centre, Morston Close, Worsley, Manchester, M28 1PB remains fully committed to the protection of your privacy at all times. The information contained in this policy has been published to inform you of the way in which any personally identifiable and sensitive Personal Information (Personal Information) you may provide us with or we collect from you will be used. We recommend that you read our privacy policy carefully in order to fully understand how we treat your personal information.

In accordance with the Personal Information Protection Act 1998 (the "Act"), it is our obligation to inform you that the Personal Information controller is CTM Communications Limited.

PERSONAL INFORMATION WE MAY OBTAIN FROM YOU

We may collect and obtain and use the following Personal Information about you:

- Any Personal Information you supply to us directly
- Personal Information you provide when communicating electronically via emails
- Included in responses to our questions we may ask you to complete
- Information provided through your visits to our office and any accounting records you have provided.

WHERE WE STORE PERSONAL INFORMATION ABOUT YOU

The information we obtain from you may be moved to and stored at a destination within the United Kingdom ("UK"). Staff members operating within the UK who work for or on behalf of us may process this information. Such staff members may, among other things, be involved in the processing of payment Personal Information, the provision of support services and the delivery of your request(s) for us to provide services. When submitting your personal information, you are agreeing to such processing, transfer or storage as outlined above. We will ensure at all times to take all reasonable steps necessary to maintain the security of your Personal Information in accordance with this privacy policy.

We store the Personal Information you provide us with on our secure servers which are password protected and within the confines of our secured office. In the event of us giving you (or you choosing) a password which grants you access to specific sites, it remains your responsibility to maintain the confidentiality of this password. This includes the responsibility to refrain from sharing your password with other parties.

Because the transmission of Personal Information via the internet cannot be assumed completely secure, we cannot guarantee the security of any of your Personal Information transmitted via emails; you are therefore responsible for any risk associated with such

transmission. We will however at all times take all reasonable steps to ensure the transmission of your Personal Information is executed as securely as possible, and upon receipt of your Personal Information we will continue at all times to enforce strict security procedures and features in an attempt to prevent any unauthorised access.

WHY DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect Personal Information and other information about you to allow us to provide and to improve our service. We may share any information we collect with third parties for the same purposes.

HOW WE USE YOUR INFORMATION

The information we hold about you may be used in any of the following ways:

- To provide and to improve our services to you
- To send you further information about our services for which we think you may have an interest. This information will be supplied only where you have given consent
- To send you further information about our services based on a request we have received from you
- To fulfil our obligations to you
- To provide you with notification about any changes to our services

We may also use the Personal Information we hold about you to provide you with information about other services we offer which we feel may be of interest to you. We may provide this information electronically via email, telephone, and/or by post.

If you wish to reject such communication regarding our other services, we will give you the opportunity to terminate our permission to contact you for such purposes.

WHERE MIGHT WE TRANSFER COLLECTED INFORMATION?

Our company is based in the United Kingdom.

When we transfer Personal Information that we collect to any third party, we use all reasonable efforts to ensure that the receiving party commits to keep any information they receive from us under substantially same conditions that we keep the Personal Information.

DISCLOSURE OF YOUR INFORMATION

Disclosure of your personal information to third parties will only occur if:

- We sell or purchase any business or assets. In such case, we may authorise the disclosure of your Personal Information to prospective sellers or buyers of such business or assets
- Or the substantial majority of its assets are sold to a third party. In such case, your Personal Information may be one of the transferred assets
- We are required to disclose your Personal Information in order to fulfil any legal obligation, to enforce our Terms and Conditions. In such case, information may be exchanged with third party companies or organisations in order to prevent fraud or reduce credit risk

YOUR RIGHTS

You retain the right to request us to refrain from processing your Personal Information for the purposes of marketing. To exercise such right, you may reply to any information we send you, detailing your request that we refrain from sending any further marketing correspondence, or you can exercise this same right by contacting us electronically via email at tammy@ctm-communications.co.uk

We may at times provide links on our site to third party websites, including without limitation those owned or managed by our partner networks, affiliates or advertisers. These websites have separate privacy policies, and we therefore cannot accept any responsibility for the content. As such, choosing to follow these links is a choice you make at your own risk, and we advise that you check these websites' individual privacy policies before submitting any Personal Information.

ACCESSING YOUR INFORMATION

You may at any time contact us to review the Personal Information we hold about you. You may exercise this right by contacting us at tammy@ctm-communications.co.uk or otherwise in accordance with the Act. Where allowed by law, we may charge a £12 fee which will cover the administration costs incurred in providing you with any Personal Information of the Personal Information we hold about you.

CHANGES TO OUR PRIVACY POLICY

If at any time we make a change to our privacy policy, we will update this page to reflect such change. Where we feel it appropriate, we will notify you by email, however we recommend you review this page periodically to ensure you continue to agree with our current privacy policy.

QUESTIONS, COMMENTS AND GETTING IN TOUCH

We welcome any questions or comments in relation to this privacy policy, and advise you to send any such communication to tammy@ctm-communications.co.uk

23rd May 2018