



*Damozza Associates Ltd*

Workforce & personal development support

# 1. Privacy Policy

## **Damozza Associates Ltd Privacy Statement**

Damozza Associates Ltd is committed to protecting your privacy. Please read and regularly review this Privacy Statement.

### **Scope of the Privacy Statement**

Damozza Associates Ltd (Damozza) is a company based in Scotland, UK. This Damozza Privacy Statement applies to all data collected by Damozza through its websites and services. It applies to all Damozza websites that display links to this statement. Any website that does not display a link to this statement will have its own privacy statement and is not covered by this statement. Although now outside of the EU, Damozza aims to process your data in accordance with GDPR and this applies to all data collected, irrespective of country of origin.

### **Collection of Personal Information**

Damozza may, through its website, ask you to provide personal information. This is usually information such as:

Title, name and initials, address, postcode and other contact details such as email addresses and telephone numbers. This might also include photos and videos.

Optional fields or site surveys may ask for preferences or demographic information such as interests, business sector, company worked for, business role so that we can better understand how to cater to our customers.

Where you have purchased something from our website or have been invoiced directly by us, we will ask for your billing address

and payment details, we do not store sensitive financial information such as your credit card number.

When you complete an order, your full payment details including credit card number are only sent through a secure 256 bit SSL encrypted connection to our payment provider. We do not send this information anywhere else, nor do we collect or store it.

To access Damozza a subscription service, or to download an ebook you will be asked to register with an email address, username and/or password.

### **Delivery of information and collection of data**

Damozza may use website analytics software to retrieve information about how you found our website, the use of keywords in searching and navigation around the site and pages viewed. We may use technologies such as cookies to collect information on pages viewed and links clicked on. This information is anonymous and is not tied to any personal information you provide. We collect this information to improve the customer experience on our website.

Additionally, Damozza may collect standard information that your browser sends to all websites you visit like your IP address, browser type, access time and referring website addresses.

Damozza may also deliver advertisements and may collect, via website analytics, information about the clicks on these advertisements and websites visited whether inside the Damozza website or on third party websites.

Damozza may send you emails for administration or promotional reasons along with communications such as newsletters. Newsletters and promotions can be unsubscribed from using the "unsubscribe" link at the bottom of the email.

### **The use of your personal information**

Damozza only collects and uses personal information to operate its business and improve its services.

Damozza uses personal information to communicate to you via various forms of communication such as email and mailings.

Personal information collected on Damozza websites and via its services may be stored and processed in the United Kingdom or any other country in which Damozza or its affiliates, subsidiaries or service providers maintain facilities. Damozza abides by GDPR standards regarding the collection, use and retention of data.

### **Sharing of your personal information**

Except where described in this statement Damozza will not disclose any of your personal information outside of Damozza and any of its controlled subsidiaries and affiliates without your consent.

Some parts of Damozza websites may allow you to choose to share personal information with Damozza partners so that they can contact you about their products and services. You will be made aware of this.

If Damozza co-brands itself with another service partner company then both companies will receive information collected as part of the co-branded service.

Damozza will use other companies to provide services to support the Damozza business such as web hosting, transaction processing, mail processing and web statistical analysis.

Those service providers will only be permitted to obtain personal information that they need to deliver that service.

Those service providers will be required to maintain the confidentiality of the information and are strictly prohibited from using it for any other purpose.

### **Sharing of credit card processing information**

For credit card processing Damozza will use fraud detection vendors who may use aggregate data to help improve their service.

Aggregate data will help the fraud detection vendor more accurately detect fraudulent use of credit cards.

## **Sharing of information for authorities**

Damozza may access or disclose information about you, including the content of your communications, in order to:

- (a) comply with the law or respond to lawful requests or legal process;
- (b) protect the rights or property of Damozza or our customers, including the enforcement of our agreements or policies governing your use of the services or
- (c) act on a good faith belief that such access or disclosure is necessary to protect the personal safety of Damozza employees, customers or the public.

## **Accessing your personal information**

You may have the ability to view or edit your personal information. In order to help prevent your personal information from being viewed by others, you will be required to sign in with your credentials (e-mail address and password). The appropriate method(s) for accessing your personal information will depend on which sites or services you have used.

Some Damozza sites or services may collect personal information as described above that is not accessible via the clickable links in the website. However, in such cases, you may be able to access that information through alternative means of access described by the service. Or you can email or write to us and we will contact you within 30 days regarding your request.

## **Communication Preferences**

Damozza offers the ability to stop the delivery of promotional email and you will be able to choose and modify the methods of communication that you would prefer Damozza uses for promotional communication.

These choices will not apply to the use of online advertising display within the Damozza websites. They also do not apply to the receipt of mandatory service communications from Damozza that Damozza consider mandatory to its service offering or

maintenance. You will receive these communications periodically unless you have cancelled the service.

Customers may of course contact us using the details provided on the contact us page – [damozza@icloud.com](mailto:damozza@icloud.com)

### **Advertising display**

Damozza websites may display advertising from Damozza or one of our affiliates or partners.

When we display online advertisements to you, we will place a persistent cookie on your computer in order to recognise your computer each time we display an ad to you. Because we may serve advertisements on many different websites, we are able to compile information over time about where you, or others who are using your computer, saw and/or clicked on the advertisements we display. We use this information to make predictions about your characteristics, interests or preferences and to display targeted advertisements that we believe may be of interest to you.

While we may use some of the information we collect in order to personalise the advertisements we show you, we designed our systems to select advertisements based only on data that does not personally and directly identify you.

For example, we may select the advertisements we display according to certain general interest categories or segments that we have inferred based on (a) demographic or interest data, including any you may have provided when creating an account (e.g. age, postcode, gender), demographic or interest data acquired from other companies and a general geographic location derived from your IP address, (b) the pages you view and links you click when using Damozza and its advertising partners' websites and services and (c) the search terms you enter when using Damozza search services or those included in Damozza websites from third parties such as Google Search.

### **Security of your personal information**

Damozza is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use or disclosure.

Only your username may be displayed publicly via the forums. Account passwords are encrypted. Other account details are only accessible to Damozza administration for troubleshooting purposes.

To minimise the loss, corruption or miss-use of personal information, we conduct automated password protected backups of our database. We also conduct regular tests, industry standard vulnerability scans and virus scans to increase security.

If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Do not share this information with anyone. If you are sharing a computer with anyone you should always log out before leaving a site or service to protect access to your information from subsequent users.

### **Collection and use of children's personal information**

Damozza may have websites and services intended for general audiences and do not knowingly collect any personal information from children. Please note that if you grant consent for your child to use Damozza services, this will include such general audience communication services as e-mail, instant messaging and online groups, and your child will be able to communicate with, and disclose personal information to, other users of all ages. Parents can change or revoke the consent choices previously made, and review, edit or request the deletion of their children's personal information.

We encourage you to talk with your children about communicating with strangers and disclosing personal information online. There are various internet sites that can assist you regarding using the Internet safely.

### **The use of Cookies**

Damozza websites use "cookies" to enable you to sign in to our services and to help personalise your online experience. A cookie is a small text file that is placed on your hard disk by a web page server. Cookies contain information that can later be read by a web server in the domain that issued the cookie to you. Cookies cannot be used to run programmes or deliver viruses to your computer.

One of the primary purposes of cookies is to store your preferences and other information on your computer in order to save you time by eliminating the need to repeatedly enter the same information and to display your personalised content and appropriate advertising on your later visits to these sites. Damozza websites also use cookies as described above with regard to collecting your information and the display of advertising.

You have the ability 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. If you choose to decline cookies, you may not be able to sign in or use other interactive features of Damozza websites and services that depend on cookies, and some advertising preferences that are dependent on cookies may not be able to be respected.

If you choose to accept cookies, you also have the ability to later delete cookies that you have accepted. If you choose to delete cookies, any settings and preferences controlled by those cookies, including advertising preferences, will be deleted and may need to be recreated.

### **Use of Web Beacons**

Damozza web pages may contain electronic images known as web beacons - sometimes called single-pixel gifs - that may be used to assist in delivering cookies on our sites and allow us to count users who have visited those pages and to deliver co-branded services. We may include web beacons in promotional email messages or our newsletters in order to determine whether messages have been opened and acted upon.

Damozza may also employ web beacons from third parties in order to help us compile aggregated statistics regarding the effectiveness of our promotional campaigns or other operations of our sites. We prohibit web beacons on our sites from being used by third parties to collect or access your personal information.

### **Changes to this Privacy Statement**

We will occasionally update this privacy statement to reflect changes in our services and customer feedback. When we post changes to this statement, we will revise the "last updated" date at the top of this statement. If there are material changes to this statement or in how Damozza will use your personal information, we will notify you either by prominently posting a notice of such changes prior to implementing the change or by directly sending you a notification. We encourage you to periodically review this statement to be informed of how Damozza is protecting your information.

### **Contacting Us**

Damozza welcomes your comments regarding this privacy statement. If you have questions about this statement or believe that we have not adhered to it, please contact us: [damozza@icloud.com](mailto:damozza@icloud.com).