

# Privacy Policy

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## BACKGROUND:

Coplan Limited understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this websites, [www.coplancontrol.com](http://www.coplancontrol.com) and [www.thisiskit.com](http://www.thisiskit.com) ("Our Sites") and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Sites. If you do not accept and agree with this Privacy Policy, you must stop using Our Sites immediately.

## 1 – Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

**"Cookie"** means a small text file placed on your computer or device by Our Sites when you visit certain parts of Our Sites and/or when you use certain features of Our Sites. Details of the Cookies used by Our Sites are set out in section 13, below; **"Cookie Law"** means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003; **"personal data"** means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Sites. This definition shall, where applicable, incorporate the definitions provided in the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as defined in the Data Protection Act 2018 ("UK GDPR"); and **"We/Us/Our"** means Coplan Limited, a limited company registered in England under company number 02107680, whose registered address is 28 Vincent Avenue, Regent Business Park, Milton Keynes, MK8 0AB.

## 2 – Information About Us

- Our Sites are owned and operated by Coplan Limited, a limited company registered in England under company number 02107680, whose registered address is 28 Vincent Avenue, Regent Business Park, Milton Keynes. MK8 0AB.
- Any queries you may have concerning data privacy should be directed to [info@coplancontrol.com](mailto:info@coplancontrol.com)

### 3 – What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Sites. Our Sites may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

### 4 – Your Rights

As a data subject, you have the following rights under the UK GDPR, which this Policy and Our use of personal data have been designed to uphold:

- The right to be informed about Our collection and use of personal data;
- The right of access to the personal data We hold about you (see section 12);
- The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 14);
- The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 14);
- The right to restrict (i.e. prevent) the processing of your personal data;
- The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
- The right to object to Us using your personal data for particular purposes; and
- Rights with respect to automated decision making and profiling.

If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 14 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

### 5 – What Data Do We Collect?

Depending upon your use of Our Sites, We may collect some or all of the following personal and non-personal data (please also see section 13 on Our use of Cookies and similar technologies);

- name;
- business/company name

- job title;
- profession;
- contact information such as email addresses and telephone numbers;
- demographic information such as post code, preferences and interests;
- financial information such as credit / debit card numbers;
- IP address;
- web browser type and version;
- operating system;
- a list of URLs starting with a referring site, your activity on Our Sites, and the site you exit to.

## 6 – How Do We Use Your Data?

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the UK GDPR at all times. For more details on security see section 7, below.

Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in Our legitimate interests. Specifically, We may use your data for the following purposes:

- Providing and managing your access to Our Sites;
- Personalising and tailoring your experience on Our Sites;
- Supplying Our products and services to you (please note that We require your personal data in order to enter into a contract with you);
- Personalising and tailoring Our products and services for you;
- Replying to emails from you;
- Supplying you with emails that you have opted into (you may unsubscribe or opt-out at any time);
- Market research;
- Analysing your use of Our Sites and gathering feedback to enable Us to continually improve Our Sites and your user experience.

With your permission and/or where permitted by law, We may also use your data for marketing purposes which may include contacting you by email, telephone, text message or post with information, news and offers on Our products and We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that We fully protect your rights and comply with Our obligations under the UK GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.

We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

## 7 – How and Where Do We Store Your Data?

We only keep your personal data for as long as We need to in order to use it as described above in section 6, and/or for as long as We have your permission to keep it.

Some or all of your data may be stored outside of the UK. You are deemed to accept and agree to this by using Our Sites and submitting information to Us. If We do store data outside the UK, We will ensure an appropriate legal basis is used, and will consider if the UK has made an 'adequacy decision' in relation to the country or territory in question, request contractual safeguards, or request your consent as necessary. Data security is very important to Us, and to protect your data We have taken suitable measures to safeguard and secure data collected through Our Sites.

## 8 – Do We Share Your Data?

We may sometimes contract with third parties to supply products and services to you on Our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

We may compile statistics about the use of Our Sites including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.

We may sometimes use third party data processors that are located outside of the UK. Where We transfer any personal data outside the UK, We will ensure an appropriate legal basis is used, and will consider if the UK has made an 'adequacy decision' in relation to the country or territory in question, request contractual safeguards, or request your consent as necessary.

In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal requirements, a court order, or a governmental authority.

## 9 – What Happens If Our Business Changes Hands?

We may, from time to time, expand or reduce Our business and this may involve the sale and/or the transfer of control of all or part of Our business. Any personal data that you have provided will, where it is relevant to any part of Our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Us.

In the event that any of your data is to be transferred in such a manner, you will not be contacted in advance and informed of the changes.

## 10 – How Can You Control Your Data?

In addition to your rights under the UK GDPR, set out in section 4, when you submit personal data via Our Sites, you may be given options to restrict Our use of your data. In particular, We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the links provided in Our emails and at the point of providing your details).

You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

## 11 – Your Right to Withhold Information

You may access certain areas of Our Sites without providing any data at all. However, to use all features and functions available on Our Sites you may be required to submit or allow for the collection of certain data.

You may restrict Our use of Cookies. For more information, see section 13

## 12 – How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the UK GDPR, no fee is payable, and We will provide any and all information in response to your request free of charge.

## 13 – Our Use of Cookies

Our Sites may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Sites and to provide and improve Our products and services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

All Cookies used by and on Our Sites are used in accordance with current Cookie Law.

Before Cookies are placed on your computer or device, you will be shown a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of Our Sites may not function fully or as intended.

Certain features of Our Sites depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. These Cookies are shown below. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser’s settings as detailed below, but please be aware that Our Sites may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them.

The following first party Cookies may be placed on your computer or device:

Name of Cookie	Purpose
Strictly Necessary	Used by the content network, Cloudflare, to identify trusted web traffic
YWfvt_#	Remembers the users submitted data and auto populate form fields

Our Sites use analytics services. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling Us to better understand how Our Sites are used. This, in turn, enables Us to improve Our Sites and the products and services offered through them. You do not have to allow Us to use these Cookies, however whilst Our use of them does not pose any risk to your privacy or your safe use of Our Sites, it does enable Us to continually improve Our Sites, making it a better and more useful experience for you.

The analytics service(s) used by Our Sites use(s) Cookies to gather the required information.

The analytics service(s) used by Our Sites use(s) the following Cookies:

Name of Cookie	First / Third Party	Provider	Purpose
ga	First	Registers a unique ID that is used to generate statistical data on how the visitor uses the website	
gid	First	Registers a unique ID that is used to generate statistical data on how the visitor uses the website	

In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third-party cookies. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Sites more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

Our Sites may place and access certain first party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. We use Cookies to facilitate and improve your experience of Our Sites and to provide and improve Our products and services. In addition, Our Sites use analytics services, which also use Cookies. Website analytics refers to a set of tools used to collect and analyse usage statistics, enabling Us to better understand how people use Our Sites.

## 14 – Contacting Us

If you have any questions about Our Sites or this Privacy Policy, please contact Us by email at [info@coplancontrol.com](mailto:info@coplancontrol.com). Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you (as under section 12, above).

## 15 – Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Sites and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Sites following the alterations. We recommend that you check this page regularly to keep up-to-date.

## 16 – Where We act as a processor for a customer using our KIT platform

Where We act as a processor in respect of personal data controlled by a customer using our KIT platform – accessible at [www.thisiskit.com](http://www.thisiskit.com) – the table below sets out the types of personal data We will collect and how we will process that personal data.

### Subject matter and duration of the processing

Any personal data about an individual user of the KIT platform which is provided by the customer or the individual user directly to Us in connection with the provision of KIT platform.

We will only process the personal data for as long as is we are providing the KIT platform to the relevant customer or where it is required to store the personal data to comply with legislation.

**Purpose** Processing (being the collection, retention and transfer) of the personal data as required by Us in order for Us to provide the particular the KIT platform for the use of the customer. **Type of personal data** Name, email address, contact number of the individual user. **Categories of data subjects** Individual users of the KIT platform. **Sub-processors** We may allow access to the personal data to such third party service providers as we use from time to time in connection with the hosting, development, maintenance and support of the KIT platform, to the extent necessary for the performance of such services.