

## Capula Ltd Privacy Policy

This privacy policy sets out how Capula Ltd uses and protects any information that you provide Capula Ltd when you use this website.

We are 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, then you can be assured that it will only be used in accordance with this privacy policy.

Capula Ltd may change this policy occasionally by updating this page. This policy is effective from 15 February 2018.

### **Automatic collation of data**

When you visit the Site, our systems automatically collect certain information about your visit, such as the type of internet browser you use, the website from which you have come to the Site and your IP address (the unique address which identifies your computer on the internet), and the platform you are visiting on (e.g. mobile phone or pc). We use automatically collected information to assist us in providing and improving the Site and to collect broad demographic information for aggregate use. We do not use automatically collected information to learn any information about you personally.

### **What we collect**

“**Personal Information**” is information that is used to identify a discrete individual person.

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as county visiting website from
- Details of the resources you access on the Site and any data you download (e.g. when you request a white paper or complete a form for general or partner inquiries)

### **What we do with the information we gather**

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

- internal record keeping
- research on customer demographics in relation to website content
- we may use the information to improve our products and services

- we may periodically send promotional emails about new products, services or other information which we think you may find interesting using the email address which you have provided
- at your request, to subscribe you to our newsletter and updates concerning the services and support agreements we provide

### **Information sharing and disclosure**

We do not sell or rent Personal Information to third parties. We do not share Personal Information, except as defined in this Privacy Policy. We may disclose summative statistics about visitors to our website in order to describe our services generally, including on our web site and to prospective partners and other third parties, but these statistics will never include Personal Information.

### **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.

### **Links to other websites**

Our website may occasionally contain links to other websites of interest (for example our partner pages). However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, 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. You should exercise caution and look at 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:

- while filling in a contact form or white paper download form, select the option to opt out of any more contact unless otherwise stated
- if you have previously agreed to us using your personal information for direct contact, you may change your mind at any time by writing to or emailing us at [contactus@capula.co.uk](mailto:contactus@capula.co.uk)

### **Your controls**

You are in control of the personal information you provide to Capula. At any time you may:

- Ask for a copy of your personal information

- Ask for personal information to be corrected or updated
- Ask to remove your personal information from our records

Upon written request, we will provide you with a copy of all of the Personal Information about you that we possess. Additionally, if you wish to correct or update the Personal Information we hold relating to you, you can contact us at [marketing@capula.co.uk](mailto:marketing@capula.co.uk)

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.

Please note, we will retain your Personal Information for as long as is necessary in keeping with the purposes for which we collect it and to comply with our legal obligations.

### **Contacting us**

For any general enquiries about this privacy policy please email [contactus@capula.co.uk](mailto:contactus@capula.co.uk) or we can be contacted at the following Head Office address and phone number:

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