



## Privacy Policy

### *How we treat your data*

The Privacy Policy (the “Policy”) below governs your INONI account and any information you provide on this site or our products, services or any other feature, technologies or functionalities offered by us on our website or through any other means (collectively “the Services”). It is important for you to review the Policy.

### Overview

In order to operate the Services INONI Limited (“INONI” or “we” or “us”), the data controller, must ask you to provide us information about yourself and where applicable, your organisation. By consenting to, and agreeing the terms of the Policy, you also expressly consent and agree to us processing your data in the manner set out in the Policy. The Privacy Policy describes the information we collect and how we use that information. INONI takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of the Policy. We will not sell or rent your personally identifiable information or a list of our customers to third parties. We will not share your information with third parties except where required to do so by law. The Privacy Policy applies to all Services that are hosted on the INONI website.

By accepting the Privacy Policy and User Agreement, you expressly consent to our use and where necessary, disclosure of your personal information and direct us to do so in the manner described in the Policy which is incorporated into and subject to the Terms and Conditions which you can read by clicking [here](#). If you disagree with the terms of the Policy, please do not register for nor use the INONI Service. The Policy may change from time to time however we will not reduce your rights under the Policy without your consent. We will post any Policy changes on this page and keep prior versions of the Policy in an archive.

Some pages on the INONI website include links to third party websites. These sites are governed by their own privacy statements and INONI is not responsible for their operations, including but not limited to their information practices. Users submitting information to or through these third party websites should review the privacy statement of these sites before providing them with personally identifiable information.

### Information We Collect

Information about you - we retain and use your email address to confirm normal INONI account activities, to send you notices and information about important changes to our products and services, and to send notices and other disclosures required by law. We may also retain other information about you that you supply when you use INONI or buy INONI Services online so we can interact with you efficiently and legally.

Information about your organisation – INONI may be used to collect and analyse your organisation’s data for the purpose of producing analytic and other reports for your organisation’s sole benefit. Unless explicitly and clearly stated to the contrary in the data-collecting application we will not divulge any such information to any third party except where relevant laws or require us to do so as specified elsewhere in this Policy.

Information about you supplied by your organisation – INONI is sometimes used by organisations to record employees’ personal contact details including home and mobile phone numbers, next-of-kin details etc. Where this is the case INONI is not responsible for the accuracy or disclosure of such details to other users who have been provided with access to the details by the organisation or by INONI on instruction by the



organisation. However, INONI will not knowingly divulge such information to parties who have not been validly provided with such access.

Surveys – INONI offers questionnaires and surveys to users for such purposes as benchmarking and demographic analysis and whose results may be shared with other users of the Services. The use of the information collected in this way will be explained in detail in the survey introduction. We will on reasonable request remove any data you may have contributed to a survey.

Cookies – When you visit INONI, we send one or more cookies to your computer or other device. We use cookies to improve the quality of our service. [Click here](#) for further information about INONI's cookie policy

Correspondence - if you send us correspondence, including emails and faxes, we may retain such information in the records of your account. We will also retain customer service correspondence and other correspondence from INONI to you. We retain these records in order to keep records of our relationship, to measure and improve our customer service, and to investigate potential fraud and violations of our User Agreement. We may, over time, delete these records if permitted by law.

Audit trail logs – when you use INONI some or all of your activities may be logged in an audit trail used for purposes of diagnosis and verification of activities undertaken by users to resolve issues raised by users or by INONI. Some account categories may be permitted to access (exclusively) their users' audit logs. Audit trail logs may be retained indefinitely by INONI but may be deleted at our discretion after a time period set by us.

## Our Use and Disclosure of Information

We collect, store and process your personal information on servers located in the United Kingdom which are operated by us or by a trusted third party on our behalf. Our primary purpose in collecting personal information is to provide you with a safe, smooth, efficient, and customised experience. You agree that we may use your personal information to (a) provide the services and customer support you request; (b) resolve disputes, collect fees, and troubleshoot problems; (c) prevent potentially prohibited or illegal activities, and enforce our User Agreement; (d) customise, measure, and improve our services and the content and layout of our website.

We may combine your information with information we collect from other companies and use it to improve and personalise the INONI Services, content and advertising. We will not knowingly disclose your identity or any of your personal or organisational details to any third party or other user of INONI Services except where we are required to do so by applicable laws. We will not sell or rent any of your personally identifiable information to third parties, and will only disclose this information in the limited circumstances and for the purposes described in this policy. This includes transfers of data to non-EU member states. You consent to and direct INONI to (a) disclose information including, without limitation to cooperate in investigations of fraud or other illegal activity or potential illegal activity, or to conduct investigations of violations of our User Agreement; (b) disclose information in response to requirements of civil or criminal legal process.

## Information Security

INONI is committed to handling your customer information with high standards of information security. We use computer safeguards such as firewalls and data encryption, we enforce physical access controls to our buildings and files, and we authorise access to personal information only for those employees who require it to fulfil their job responsibilities. The security of your INONI account also relies on your protection of your INONI password. You may not share your INONI password with anyone. INONI representatives will never ask you for your password, so any email or other communication requesting your password should be treated as



unauthorised and suspicious and forwarded to support@inoni.co.uk. If you do share your INONI password with a third party for any reason, the third party will have access to your account and your personal information, and you may be responsible for actions taken using your password. If you believe someone else has obtained access to your password, please change it immediately by logging in to your account and also contact us immediately.

## Changing Your Information

You can review the personal information you provided to us and make any desired changes to such information, or to the settings for your INONI account, at any time by logging in to your account on the INONI website and accessing the My Account page. If your personal information is recorded in INONI by or on behalf of your organisation then you must contact your organisation's INONI Administrator to request its removal or to make any necessary changes.

## Accountability

INONI is responsible for ensuring that our day-to-day procedures comply with the Policy. If you want to exercise your right to access your information or have any questions about this privacy statement, INONI's information practices, or your dealings with INONI, you can contact us via the address on our website.

## Cookie Policy

A cookie is a small file of letters and numbers placed by a website onto a user's computer when he or she accesses the website.

When you visit INONI, we send one or more cookies to your computer or other device. We use cookies to ensure that you can use our websites securely and effectively. If you continue without changing your settings we'll assume you are ok with receiving cookies for this website. However you can change your cookie settings at any time via your web browser. If you do not want to provide consent please close the browser to terminate your session. You should not continue to use the website unless you understand and accept our cookie policy.

## Changing your cookie settings

You can turn cookies off using your browser's Internet settings. There is a list of settings controls for various browsers here: <http://www.aboutcookies.org/Default.aspx?page=2>.

If cookies aren't enabled you will not be able to access [www.inoni.net](http://www.inoni.net) because it requires cookie information to initiate a secure browser session. You may also be unable to view some pages or purchase products in [www.inoni.co.uk](http://www.inoni.co.uk).

## Cookies that INONI use

[www.inoni.net](http://www.inoni.net) uses the cookies 'ASP.NET\_SessionID' and 'inoni-ltd'. Both are used to deliver a secure browser by preventing 'session fixation'. Without these cookies your use of the website could be compromised.

[www.inoni.co.uk](http://www.inoni.co.uk) and [shop.inoni.co.uk](http://shop.inoni.co.uk) are hosted by 123-reg and use the following cookies to do so ' \_\_utmA, \_\_utmB, \_\_utmC and \_\_utmZ. When buying a product from [shop.inoni.co.uk](http://shop.inoni.co.uk) you will be redirected to 123-



reg's shopping cart and then to PayPal. We have no control over how these websites set cookies and you should read their cookie policies for further information.

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