## **Privacy policy**

- I/. We hold minimal data on our clients.
- 21. The data we do hold is primarily company data company name and address and the individual name of persons who have requested our magazines.
- **2a**. We may hold the private addresses of individuals where, at the request of an individual we have been asked to send magazines to their private addresses.
- 3/. We hold email addresses of individuals, primarily and wherever possible, at their company address. Exceptionally, and only when asked to do so, we may hold individual, personal email addresses.
- **4/.** We take every effort to keep the data we hold private. We never sell data to third parties or allow anyone other than authorised individuals in our organisation access to such data except as described in 4a below.
- **4a**. Our data may be passed to authorised individuals employed by a company appointed by us to provide mailing or postal services to us.
- **5/.** Individuals and agents acting for companies about whom we hold data may request to see that data which will be amended or deleted on request.
- **5a**/. When requested to do so we undertake to delete or amend data within 30 days of the request being received.

Queries and requests regarding data should be sent to: data.manager@profinder.eu