

SMALL WORLD INSPECTIONS PRIVACY POLICY

The following text is a full statement of the privacy policy of Play Services Ireland Limited of 422 Lisburn Enterprise Centre, Enterprise Crescent, Lisburn, Co Antrim BT28 2BP, company no. NI601797 (“we”, “us”, “our”). If you have any questions in relation to our privacy policy, please contact us by post at the above address or by email to support@playservicesireland.co.uk.

We understand the importance of keeping any information that you give us secure and being transparent at all times about the way we use any such information.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us when you use our services. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1. DEFINITIONS

- 1.1. Any defined terms in this privacy policy shall have the same meaning as set out in our [Terms](#).
- 1.2. A reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation for the time being in force made under it. References to “including” and “include(s)” shall be deemed to mean respectively, “including without limitation” and “include(s) without limitation”

2. INFORMATION THAT MAY BE COLLECTED ABOUT YOU WHEN YOU USE SMALL WORLD INSPECTIONS

- 2.1. When you use Small World Inspections, we may collect and process the following data, some of which will include “personal data” and/or “sensitive personal data” as defined by the Data Protection Act 1998 as amended (the “Act”):

- **information you provide us when you purchase or use** Small World Inspections, including your name and contact details (“Your Details”)
- **the name, contact details and passwords of any Managers and/or Inspectors** who you authorise to use Small World Inspections (any such details, “User Details”);
- **details of your use of Small World Inspections** (including, but not limited to traffic data, location data, weblogs and other communication data) and the resources that you access; and
- **any other information you may provide from time to time** in relation to any customer surveys we may ask you to carry out,

(any such information together, the “Collected Information”);

- 2.2. We may also collect the **information that you enter into** Small World Inspections when you use it to create, populate or store a Report or Risk Assessment, including contact details of your or your company’s clients, (all such information, “Report Details”). **THE REPORT DETAILS WILL BE STORED IN AN ANONYMISED FORM AND (SUBJECT TO THE REST OF THIS POLICY) WE WILL ONLY ALLOW THE PARTY WHO INPUT THE DATA AND ANY CONNECTED INSPECTOR, MANAGERS AND/OR CUSTOMER (AS SUCH TERMS ARE DEFINED IN THE TERMS) TO ACCESS THE DATA.**

3. USES WE MAY MAKE OF DETAILS YOU DISCLOSE TO US

- 3.1. We may use the Collected Information in the following ways:

- to carry out our obligations (in accordance with our Terms) arising from your use of Small World Inspections;
- for the purposes of resolving any disputes which may arise in respect of the provision of Small World Inspections;
- to ensure that content on Small World Inspections is presented in the most effective manner for you and for your hardware;

3.2. We may use Your Details:

- to notify you about changes to Small World Inspections; and
- to provide you with information, products or services which we feel may interest you. **Where we do send you any marketing or promotional literature, we will always give you the chance to unsubscribe to this feature from then on.**

3.3. To the extent necessary, we will use your Report Details (in anonymised form) for the purposes set out in clause 3.1 above. Unless you actively request us to or we are required to by law or as a regulatory requirement, we will not access your Report Details in readable form.

3.4. **By accepting the terms of this privacy policy you are consenting to the various uses of your information described above by us. However, if you wish to withdraw your consent at any time, please notify us by emailing us at support@playservicesireland.co.uk. Please note that if you do withdraw your consent we may be unable to provide some or all of our services to you, and you accept and acknowledge that we have no liability to you in any such event.**

4. DISCLOSURE OF YOUR INFORMATION TO THIRD PARTIES

4.1. DISCLOSURE OF REPORT DETAILS

4.1.1. **You** may use Small World Inspections to transfer Report Details and/or User Details to other parties designated by you. If you submit information relating to a Report or Risk Assessment, this may be accessible by your Manager, the Customer or other Inspectors.

4.1.2. **WE WILL NOT DISCLOSE YOUR REPORT DETAILS TO ANY OTHER PERSON OTHER THAN FOR THE PURPOSES SET OUT IN PARAGRAPH 4.2.1 BELOW IN WHICH CASE THE DATA WILL BE IN ANONYMISED FORM.**

4.1.3. As part of Small World Inspections, we include Google Maps to allow you to locate a particular site. This feature is governed by a third party. If you make use of Google Maps, any information that you use in this respect will be dealt with by Google Maps in accordance with such privacy policy as it may have in place from time to time. **We accept no responsibility for any use made by Google of any data that you input into this tool. We would strongly recommend that you read Google's terms of use and privacy policy before entering any information into this tool.**

4.2. INFORMATION DISCLOSED TO OTHER PARTIES

4.2.1. We may disclose **Collected Information** to third parties for the following purposes:

- **to our employees and third parties ("data processors") who are contracted to provide services to us to assist us in the provision of Small World Inspections. Any**

employees and/or data processors contracted by us will be subject to strict contractual requirements only to use such data in accordance with this privacy policy;

- in the event that we sell any business or assets, in which case we may disclose your User Details to the prospective seller or buyer of such business or assets, solely for the purpose of the sale or purchase and the Collected Information if our business or our assets are purchased by a third party. **We will never sell any personal data received by us from you as a sole asset;**
- if we or substantially all of our assets are acquired by a third party, in which case, personal data held by us may be one of the transferred assets;
- if we are under a duty to disclose or share your such information in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements or to protect the operation of our website, or the rights, property, or safety of us, our customers, or others. In relation to Your Details, this includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction;

4.2.2. We may disclose Your Details to third parties for marketing purposes, if we have received your consent to do the same.

IF WE DO TRANSFER YOUR DETAILS TO ANY THIRD PARTY IN ANY OF THE CIRCUMSTANCES LISTED ABOVE, WE WILL PROVIDE THEM WITH A COPY OF OUR PRIVACY POLICY SO THAT THEY ARE AWARE OF EXACTLY WHAT UP HAVE CONSENTED TO IN RESPECT OF YOUR PERSONAL DATA.

5. WHERE WE STORE DATA

5.1. **Our servers are located in the UK.** From time to time we may use data processors based outside the European Economic Area (EEA). Where we do transfer any data to a data processor, that processor will only be entitled to use the data strictly in accordance with our instructions, and will be required to have an adequate level of security measures in place to protect the data.

- **Please note that some places outside of the EEA may offer lower levels of data protection than the UK. By submitting your personal data to Small World Inspections, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.**
- **You should not use Small World Inspections if you do not consent to your data being stored outside the EEA. By using Small World Inspections you are agreeing that you have understood and consented to our transferral and storage of your data. If you wish to withdraw your consent please notify us by emailing us at [support@playservicesireland.co.uk].**

5.2. We will take precautions, including administrative, technical and physical measures to safeguard your personal information against loss, theft, misuse, as well as unauthorised access, disclosure, alteration or destruction. However, the transmission of information via the internet is not completely secure; any transmission is at your own risk.

You can help us by also taking precautions to protect your personal data when you are on the internet. For instance:

- We would advise you not to include sensitive personal information in any emails you may send to us.

- Please do not send credit card numbers or any sensitive personal information to us via email.

6. YOUR RIGHTS

- 6.1. You have the right to ask us not to process your personal data for marketing purposes. If you wish to withdraw your consent, please notify us by emailing us at [support@playservicesireland.co.uk].
- 6.2. You have the right to access information which we hold about you. Your right of access can be exercised in accordance with the Act, and you can contact us at our registered address as given above. Any access request may be subject to a fee to meet our costs in providing you with details of the information we hold about you.
- 6.3. You also have the right to ensure that we hold correct and up to date information. If you believe that any information we hold about is incorrect or out of date, please contact us at our registered address. We may need to ask you for further information and identification to help us to comply with this request.
- 6.4. Finally, Small World Inspections may from time to time contain links to and from the websites of our partner networks, advertisers and affiliates, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

7. IP ADDRESSES AND COOKIES

- 7.1. We may collect information about your hardware, including, where available, your IP address, operating system and browser type, for system administration and to report aggregate information to any businesses providing content on Small World Inspections. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, when you access Small World Inspections, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your hardware.

8. WHAT IS A COOKIE?

- 8.1. A cookie is a small text file containing anonymous information (letters and numbers) which acts as an identifier that will be sent by our server to your computer or mobile device when you visit Small World Inspections.
- 8.2. By allowing us to identify you, your user experience will be improved. For instance, Small World Inspections will be able to remember your preferred settings, user name and preferences, saving you time each time you log in.

9. TYPES OF COOKIE

- 9.1. In our provision of services to you, we use both 'essential' and 'non-essential' cookies.

9.1.1. ESSENTIAL COOKIES

Some cookies are required to perform essential functions on Small World Inspections. We use essential cookies for the purposes such as:

- to enable you to access private information for the duration of your visit;

- for the administration of our services; and
- to improve those services provided by us to you.

9.1.2. NON-ESSENTIAL COOKIES

The table below explains the non-essential cookies we use and why

Owner Cookie	Cookie Name	Cookie Description
Google Analytics	_utma	This keeps track of the number of times a visitor has been to the site, when their first visit was, and when their last visit occurred.
Google Analytics	_utmb	This creates a timestamp of the exact moment when a visitor enters site.
Google Analytics	_utmc	This creates a timestamp of the exact moment when a visitor leaves the site.
Google Analytics	_utmv	This is used for reporting in Google Analytics classifying the visitor.
Google Analytics	_utmz	This is set by Google Maps when you load a map of our location.
AddThis	Loc,uid/uit, psc,di/dt, atuc/bt/ssc/ssh/sshs/xtc	This allows users to share content via Social Networking and websites and emails.

Please note that third parties (including for example, advertising networks and providers of external services) may also use cookies over which we have no control. Any such cookies are likely to be analytical or targeting cookies.

10. BLOCKING COOKIES

10.1. **By using Small World Inspections, you are consenting to our use of these non-essential cookies. If you do not consent to our using non-essential cookies you may opt to block the cookies by using the appropriate setting on your browser. For more information on how to disable cookies please see: www.allaboutcookies.org.**

10.2. Please note that blocking cookies could affect some of the services provided by us via Small World Inspections.

11. CHANGES TO OUR PRIVACY POLICY

11.1. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

12. CONTACT

12.1. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@Smallworldinspections.co.uk.