

## Privacy Policy

Payme Ltd ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to below) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. For the purpose of General Data Protection Regulation (EU) 2016/679 (the Act), the data controller is Payme Ltd of Equinox 2, Audby Lane, Wetherby , LS22 7RD.

### Information we may collect from you

We may collect and process the following data about you:

- Information that you provide as part of our on boarding procedures. This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services. We may also ask you for information when you report a problem with our site or our services
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions you carry out through our site.
- Details of your visits to our site and the resources that you access.

### Information we receive or share with other sources.

We are also working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, Government Agencies, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

### IP Addresses and Cookies

As is the case with other websites, we may obtain information about your general internet usage through the use of cookies. A cookie is a small piece of data placed on your hard drive in order to assist us in providing customised services. Cookies cannot pass on computer viruses, retrieve other data from your computer's hard drive or capture your email address. Cookies can be used to save users time on the site, by securely storing a user's ID and password, personalise web pages and identify visited parts of a site and keep track of user's selections. We use cookies to estimate our audience size and usage pattern, to speed up your searches and to collect information about your browsing habits and tailor our advertising in a manner relevant to our users. The data may then be used to track the user's sites, via third-party vendors such as Google.

The user has the option to opt-out and manage the cookies by altering the “help” settings on their browser. However, if a user disables the cookie, this can impair the functionality of the site being visited.

### **Where we store your personal data**

The Personal Data that we collect from you may be transferred to, and stored at, a third party destination, it will however be stored within the European Economic Area ("EEA"). It may also be processed by staff who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of support services. By submitting your Personal Data, 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. We always ensure that your information is only transferred in full accordance with UK data protection laws and/or applicable EU data protection law.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Uses made of the information**

We use information held about you in the following ways:

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.
- To keep the service secure by investigating and preventing abuse and fraud.

We may also use your data, or permit selected third parties to use your data, to provide you with information about goods and services which may be of interest to you and we or they may contact you about these by post or telephone. If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please email us at [info@payme.co.uk](mailto:info@payme.co.uk)

## Disclosure of your information

We may share your Personal Data with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If Payme Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data 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 rights, property, or safety of Payme Ltd, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can also exercise this right at any time by contacting us at [info@payme.co.uk](mailto:info@payme.co.uk).

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, 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.

## Right to deletion, rectification and data export

We permit you to delete, rectify and export information you have provided to us, subject to the conditions of our Customer Terms and with exception of our legal obligations.

## Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## Retention

We retain Personal Data for as long as we provide the Services to you or your account remains active. However, we may keep some data after your account is closed or you cease using our service, for the purposes set out below.

After you have closed your account we may retain Personal Data where reasonably necessary to comply with our legal obligations (including law enforcement requests), meet regulatory requirements, maintain security, prevent fraud and abuse, resolve disputes, enforce our Customer Terms, offer new features you may be interested in, or fulfil your request to “unsubscribe” from further messages from us. If none of these obligations apply we will delete Personal Data within 12 months of your account being closed.

We will retain de-personalised information after your account has been closed.

### **GDPR Notification of a personal data breach**

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons.

### **Changes to our Privacy Policy**

We reserve the right to change this Privacy Policy at any time and any amended Privacy Policy will be posted on our websites and notified to you by email, where appropriate. Please check back frequently to see any updates or changes to our Privacy Policy. This Privacy Policy was last updated on 25 May 2018 and replaces any other Privacy Policy previously applicable from this date.

### **Contact us**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@payme.co.uk](mailto:info@payme.co.uk).