# **Privacy Policy**

This privacy policy sets out how Nova Sport Limited uses and protects any information that you give Nova Sport Limited when you use this website.

Nova Sport Limited is 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 statement.

Nova Sport Limited may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from April 2018.

## What we collect

We collect the following information via the website contact form:

- Full name
- Job title
- Organisation
- Post Code or County
- Email address
- Phone or Mobile Phone number
- Message regarding your enquiry

## 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:

- To provide a quotation or answer to your enquiry,
- We may use the information to improve our products and services offered.
- We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, direct mail or phone,
- To share our latest company news and developments across the group;
- To speak with you regarding a previous enquiry or opportunity.
- We may use the information to customise the website according to your interests.

If we have not heard from you, or supplied you with any goods you will be removed from our database after 12 months.

## 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.

We will not sell or rent your data to third parties.

We will not share your data with external agencies for marketing.

#### **Third Party Group Company**

As mentioned previously we are part of the Abacus Lawrence Group, your data may be passed to our sister companies:

- Abacus Playgrounds,
- Caloo Ltd,
- Playtop,
- Safe and Sound Playgrounds.

However, information will only be shared if we feel there is a shared interest based from your initial contact with us. Your data is stored on the same shared database and will not be relocated or transferred – security is consistent within our data storage.

## Your options going forwards

We always offer each customer a choice to receive information from us. If you do not wish to receive marketing communications from Nova Sport/ Nova Play, please check the relevant box located on the form when we collect your information.

We offer unsubscribe and opt out options on all our marketing materials from all group companies'. If you do not wish to be contacted you can either select the opt out feature, call us on 01332 292 202 or by email on dpo@alg.co.uk

You have the right to request a copy of your information held at any time.

#### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. 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.