

## Privacy and Cookie Policy

### 1. Introduction

- 1.1. We take your personal privacy seriously. Below we explain what data we collect from you, why we collect it, how we store it and what we do with it. If you would like more information or have any queries, please contact support@vidleos.com.
- 1.2. We reserve the right to update this Privacy Policy from time to time at our discretion. If we do so, the updated version will be effective as soon as it is accessible. You are responsible for regularly reviewing this Privacy Policy so that you are aware of any changes to it.
- 1.3. For the purposes of the data protection legislation, Vidleos Ltd of 1 Derwent Business Centre, Clarke Street, Derby, DE1 2BU (Vidleos, we, us) is the data controller, and Esher Williams is the data protection officer.

### 2. Collecting Your Data

- 2.1. We will collect your personal data such as name, email address and information about your employment either from your employer or as otherwise provided by you to us. All personal data that you provide to us must be true, complete and accurate, and you must notify us of any changes to such personal data.
- 2.2. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site or other sites that we deliver on your behalf, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

### 3. Use of your personal data

- 3.1. We may use your personal data to (a) manage your account and notify you of any new or updated course; (b) prevent potentially prohibited or illegal activities or unlawful use of our platform; (c) customise, measure and improve our platform and content; (d) tell you about our services; (e) better understand our users, diagnose and fix problems; and (f) on an anonymous basis, for research purposes and for our general business purposes.
- 3.2. We do not share personal data with others except (a) to respond to legal requirements (including under the Data Protection Act 1998 as amended) or protect a third party's rights, property, or safety; (b) to any service providers, subcontractors and agents that we may appoint to perform functions on our behalf and in accordance with our instructions, including payment providers; and (c) in connection with, or during negotiations of, any merger, sale of assets, consolidation or restructuring, financing, or acquisition of all or a portion of our business by or into another company.
- 3.3. Your personal data may be transferred to, and stored at, a destination outside the European Economic Area (the EEA). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. If you submit your personal data to us, 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.

### 4. Cookies

- 4.1. A cookie is a small text file containing a unique identification number that is transferred (through your browser) from a website to the hard drive of your computer. The cookie identifies your browser but will not let a website know any personal data about you, such as your name and/or address. These files are then used by websites to identify when users revisit that website. Cookies are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. If you register with us or if you continue to use our site, you agree to our use of cookies.
- 4.2. Our site uses cookies so that we can recognise you when you return and personalise your settings and preferences. You can block cookies by activating the setting on your browser. This allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site. Unless you have adjusted your browser setting so that it will

refuse cookies, our system will issue cookies as soon you visit our site. Except for essential cookies, all cookies that we place on our site will expire after 1 year.

- 4.3. Our platform uses a cookie when logging in and out and is essential for proper website operation. It is only set if you are a registered user, so for most people it is not set at all. Individual user data is anonymous.
- 4.4. Our site contains 'embedded' video streaming service (including YouTube and Vimeo), A cookie may be set by the service provider upon playing these videos.

## 5. Security

- 5.1. We take appropriate security measures (including physical, electronic and procedural measures) to help safeguard your personal data from unauthorized access and disclosure. The technology that we use and the security policies which we have implemented are intended to safeguard your information from unauthorised access and improper use. Unfortunately, the transmission of information via the Internet is not completely secure. Therefore, 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.

## 6. Your rights

- 6.1. You have the right to obtain from us a copy of the personal data that we hold for you, and to require us to correct errors in the personal data that we process for you if it is inaccurate or incomplete. You also have the right at any time to require that we delete your personal data. To exercise these rights, or any other rights you may have under applicable laws, please contact [support@vidleos.com](mailto:support@vidleos.com).
- 6.2. Please note, we reserve the right to charge an administrative fee of £10 if you wish to obtain a copy of the personal data that we hold for you.

## 7. General

- 7.1. If any provision of this Privacy Policy is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be construed, as nearly as possible, to reflect the intentions of the parties and all other provisions shall remain in full force and effect.
- 7.2. This Privacy Policy shall be governed by and construed in accordance with the law of England and Wales, and you agree to submit to the exclusive jurisdiction of the English Courts.