

HAXO LTD

PRIVACY POLICY

Haxo Ltd (we, us, our) is committed to protecting and respecting your privacy and our policy has been updated to cover the requirements of the General Data Protection Regulation 2018 (the Regulation).

This Privacy Policy explains how we use any personal information we collect about you when we communicate with you via our website, telephone calls or emails. It covers:

- 1.) Who we are?
- 2.) What information do we collect about you?
- 3.) How will we use the information about you?
- 4.) Retention Time
- 5.) Marketing
- 6.) Access to your information and correction
- 7.) Cookies
- 8.) Other websites
- 9.) Changes to our privacy policy
- 10.) How to contact us

1.) Who we are?

Haxo Ltd is an exhibition stand design, build and project management agency operating at tradeshows globally. Haxo Ltd have the registered company number of 12223378.

2.) What information do we collect about you?

Haxo Ltd will only collect data which is essential to our operations and enables us to provide you with a better user experience. This data is collected voluntarily by the user when they enter/provide his/her information.

We may collect and process the following data about you:

- contact details i.e. your name, e-mail address, address and/or telephone number etc. which are subject to the terms of this Privacy Policy.
- certain information when you report a problem with our Website or regarding the services provided by us
- details of any correspondence in the event that you contact us
- survey information, which is used for research purposes, although you do not have to participate
- the date and time you used our services

- details of your visits to our Website including but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own purposes or otherwise and the resources that you access. With regard to each of your visits to our Website we may also automatically collect technical information about your visit. This is statistical data about our users' browsing actions and patterns and does not identify any individual. We may collect this information for system administration purposes.

Where We Store Your Personal Data

The data we collect from you is recorded and stored via a secure system. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy. All records of personal data are password protected by Haxo Ltd.

The transmission of information via the internet is unfortunately 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.

3.) How will we use the information about you?

We collect information about you dependant on the service you require whether it be to respond to your sales enquires or for promoting our business services and products. Unless you opt-out, we may contact you from time to time with information regarding new services we release/are offering.

We do not sell your personal information to third parties, however there may be circumstances where we may disclose your information to third party suppliers who fulfil business activities for us.

We take steps to ensure that any third party partners who handle your information comply with data protection legislation and protect your information, just as we do. We only disclose personal information that is necessary for them to provide the service that they are undertaking on our behalf. We will aim to anonymise your information or use aggregated non-specific data wherever possible.

We use information held about you in the following ways:

- To respond to any correspondence, you send to us and fulfil the requests you make to us
- 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 Haxo Ltd
- To ensure that content from our site is presented in the most effective manner for you and for your computer
- To notify you about changes to our service

We may contact our customers by phone or electronic means (e-mail, SMS etc.) with information about goods and services like those which were the subject of a previous sale to you. If you do not want us to use your data in this way, please inform Haxo Ltd and contact will not take place.

4.) Retention time

Personal Data shall be processed and stored for as long as required by the purpose they have been collected for and will not be held for longer than is necessary.

Therefore:

- Personal Data collected for purposes related to the performance of a contract between you and Haxo Ltd shall be retained until such contract has been fully performed
- Personal Data collected for the purposes of our legitimate interests shall be retained as long as needed to fulfil such purposes. You may find specific information regarding the legitimate interests pursued by contacting Haxo Ltd, please see '**10.) How to contact us**' section below.

We may be allowed to retain Personal Data for a longer period whenever you have given consent to such processing, as long as such consent is not withdrawn. Furthermore, we are obliged to retain Personal Data for a longer period whenever required to do so for the performance of a legal obligation or upon order of an authority.

Once the retention period expires, Personal Data shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability cannot be enforced after expiration of the retention period.

5.) Marketing

Occasionally, we may like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please get in touch via the '**10.) How to contact us**' section below.

6.) Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all this information, please get in touch via '**10.) How to contact us**' section below. We do not typically make a charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

7.) Cookies

Our Websites uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our Website. For detailed information on the cookies we use and the purposes for which we use them see our Cookie Policy.

For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

8.) Other Websites

Our website contains links to other websites. This Privacy Policy only applies to this website so when you link to other websites, you should read their own Privacy Policies.

9.) Your Rights

The General Data Protection Regulation 2018 (the Regulation) gives you the right to access information held about you. You are entitled to change, update, amend and delete any personal information that you have provided to us. If you believe that any information we hold about you is incorrect or incomplete, please use '**10.) How to contact us**' section below.

You also have the right to ask us not to process your personal data for marketing purposes. You will usually be informed (before your data is collected) if your data will be used for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by getting in touch via '**10.) How to contact us**' section below.

Any access request for providing you with details of the information held about you, will not typically be subject to a fee.

Changes to our Privacy Policy

We keep our Privacy Policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 21st October 2019. This Privacy Policy is effective immediately for Users after that date.

10.) How to contact us

If you have any questions about our Privacy Policy or information, we hold about you, please contact us via:

- Email: info@haxo.global
- Phone: 01732 252 732
- Website: www.haxo.global