

## **ODN EUROPE PRIVACY POLICY**

### **BACKGROUND:**

This Policy applies as between you, the User of this Website and ODN Europe, the owner and provider of this Website. This Policy applies to our use of any and all Data collected by us in relation to your use of the Website.

### **1. Definitions and Interpretation**

In this Policy the following terms shall have the following meanings:

|                     |  |
|---------------------|--|
| <b>“Data”</b>       | means collectively all information that you submit to ODN Europe via the Website. This definition shall, where applicable, incorporate the definitions provided in the Data Protection Act 1998; |
| <b>“ODN Europe”</b> | means ODN Europe of 15 Golden Square, Aberdeen AB10 1WF registered as a company limited by guarantee in Scotland and with Registration Number 433171;  |
| <b>“User”</b>       | means any third party that accesses the Website and is not employed by ODN Europe and acting in the course of their employment; and  |
| <b>“Website”</b>    | Means the website that you are currently using <a href="http://www.odneurope.org">www.odneurope.org</a>  |

### **2. Scope of this Policy**

This Policy applies only to the actions ODN Europe and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

### **3. Data Collected**

Without limitation, any of the following Data may be collected by this Website from time to time:

- 3.1 name;
- 3.2 gender;
- 3.3 job title;
- 3.4 contact information such as email addresses and telephone numbers;
- 3.5 demographic information such as post code;
- 3.6 IP address (automatically collected);
- 3.7 web browser type and version ( automatically collected);
- 3.8 operating system (automatically collected);and
- 3.9 a list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected).

#### **4. Our Use of Data**

- 4.1 Any personal Data you submit will be retained by ODN Europe for as long as you continue to be a member of ODN Europe or if you are not a member until you inform us that you no longer wish to receive communications from ODN Europe.
- 4.2 Unless we are obliged or permitted by law to do so, and subject to Clause 5, your Data will not be disclosed to third parties. This does not include the OD Network in the US to whom we may supply your name and email address to enable you to access member benefits.
- 4.3 All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see Clause 11 below.
- 4.4 Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  - 4.4.1 internal record keeping;
  - 4.4.2 transmission by email of promotional materials that may be of interest to you;
  - 4.4.3 contact for market research purposes which may be done using email, telephone, fax or mail. Such information may be used to customise or update the Website.

#### **5. Third Party Websites and Services**

- 5.1 ODN Europe may, from time to time, employ the services of other parties for dealing with matters that may include, but are not limited to, payment processing, delivery of purchased items, search engine facilities, advertising and marketing.
- 5.2 Any Data used by such parties is used only to the extent required by them to perform the services that ODN Europe requests. Any use for other purposes is strictly prohibited. Furthermore, any Data that is processed by third parties shall be processed within the terms of this Policy and in accordance with the Data Protection Act 1998.

#### **6. Links to Other Websites**

This Website may, from time to time, provide links to other websites. ODN Europe has no control over such websites and is in no way responsible for the content thereof. This Policy does not extend to your use of such websites. Users are advised to read the privacy policy or statement of other websites prior to using them.

#### **7. Your Right to Withhold Information**

You may access certain areas of the Website without providing any Data at all. However, to use all features and functions available on the Website you may be required to submit certain Data.

#### **8. Accessing your own Data**

You have the right to ask for a copy of any of your personal Data held by ODN Europe without incurring any charge.

## **9. Security**

Data security is of great importance to ODN Europe and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.

## **10. Changes to this Policy**

ODN Europe reserves the right to change this Policy as we may deem from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the Policy on your first use of the Website following the alterations.