



Patent Seekers

PRIVACY POLICY

May 2018

Contents

1.	Overview of policy.....	2
2.	Data processing	2
3.	What we collect.....	2
4.	How we use information about you.....	3
5.	How long do we keep your data?.....	3
6.	Access to Personal Information	3
7.	Links to other websites	4
8.	To unsubscribe	4
9.	Enquiries about Data Collection.....	4
10.	Data collected through other means	4

1. Overview of policy

- 1.1. <https://patentseekers.com/> is the marketing website for Patent Seekers Limited and is committed to protecting your privacy and maintaining the security of any personal information you provide.
- 1.2. This privacy policy details how Patent Seekers, (data controller), uses and protects the information you provide us when you use the website. Our privacy policy governs how we collect personal information and maintain your privacy. It applies to information we collect about job applicants and individuals who make an enquiry through this website. It does not apply to information that we have acquired other than via the website. *For information on data collected via other means please see pg 3.*
- 1.3. We are committed to ensuring that your privacy is protected. Should we ask you to provide information by which you can be identified when using <https://patentseekers.com/>, we will only use it in accordance with this privacy policy.
- 1.4. We may change this policy occasionally and this policy will be updated. This policy is effective from 25 May 2018.

2. Data processing

- 2.1. We collect data for the legitimate purposes of answering enquiries that you have requested. We comply with our legal obligations and collect information for this purpose. By sending this enquiry, you consent to us processing your data.

3. What we collect

- 3.1. We do not collect personally identifiable information about you – such as your name, company, address, telephone number, fax number, e-mail address – unless you choose to: fill out an ‘Order Request’, ‘Enquiry Form’ ‘Contact Us’ form, found on many of the pages of the site; or email us; or write to us; or phone us.
- 3.2. We will process this information to enable us to reply and answer any queries. We will add you to a database or marketing mailing list if you have given your express consent.
- 3.3. We do collect non-personally identifiable information when you visit our website (through cookies) such as the type of device you are using, the domain name of the internet service provider and browser type. We use technology to look at which pages of the website our visitors view, their IP addresses and if links to other websites are used. We use this information to understand user behavior on our website. This technology does not identify you personally.
- 3.4. Should you choose to submit a CV we will use the information it contains only for the application process. We process your data as a legitimate business interest in line with the firm’s overall recruitment policy. If we do not use personal data, then we may be unable to reply to your query or respond to a job application. We take no responsibility about the safety of the information you choose to submit to us via email or the internet. It may be collected in transit by others.

4. How we use information about you

- 4.1. We require this information to understand your needs and provide you with a better service, and for the following reasons:
 - 4.1.1. To respond to an enquiry,
 - 4.1.2. To provide you with the services, information and updates you have requested,
 - 4.1.3. To improve content/design of our website,
 - 4.1.4. To market our services, send news or invite you to events,
 - 4.1.5. To compile anonymous statistics, such as website usage statistics,
 - 4.1.6. To fulfil legal obligations,
 - 4.1.7. To issue invoices, manage your search reports and to collect payments,
 - 4.1.8. To comply with regulatory and legal obligations such as anti-money laundering, anti-bribery or anti-fraud,
 - 4.1.9. To manage our business performance, assessing client satisfaction, conducting tests on new or existing systems,
 - 4.1.10. To resolve any issues caused by a fault or problem with our website,
 - 4.1.11. We will not share, rent, or sell your personally identifiable information, except where we are required to share your information with any third parties who provide services on our behalf (for example our accountancy firm and our website agency/host), and
 - 4.1.12. We may also share personal data when it is lawfully demanded by authorities such as the government, regulatory bodies, auditors or police. Similarly, we may share data to protect the security of our database, as a precaution against legal liability, or in the event of a joint venture, collaboration, re-organisation or similar event.
- 4.2. The Patent Seekers website is hosted on servers in the UK. We maintain appropriate technical and organisational security measures to protect your personal information against loss or misuse.

5. How long do we keep your data?

- 5.1. We keep data in accordance with regulatory obligations and good practice. The time depends on the nature of the information. The time also may change. We endeavor not to keep your data for any longer than is necessary.

6. Access to Personal Information

- 6.1. You can find out if we hold any personal information about you by making a 'subject access request' under the Data Protection Act 1998. If we hold personal information about you, we will: give you a description of it; tell you why we are holding it; tell you who it could be disclosed to; and provide you with a copy of the information in an intelligible form.

7. Links to other websites

- 7.1. Our website provides links to third-party websites for your convenience and information. If you access those links, you will leave our website. Patent Seekers does not control those sites or their privacy practices, which may differ from ours.
- 7.2. We do not endorse or make any representations about third-party websites. The Patent Seekers Privacy Policy does not cover the personal data you choose to give to unrelated third parties. We encourage you to review the privacy policy of any company before submitting your personal information.

8. To unsubscribe

- 8.1. Your rights include: the right to erasure of data, to rectify data, to access data, the portability of data, to withdraw consent to processing, to object to processing and to lodge a complaint with the relevant supervisory authority.
- 8.2. If you receive a marketing email you will be provided with an automated way to unsubscribe.

9. Enquiries about Data Collection

- 9.1. We aim to meet the highest standards in the handling of personal information. We take any complaints we receive about this very seriously. If you wish to complain about our handling or personal information or enquire about our use of personal information collected via our website, please address your email to timothyparry@patentseekers.com.

10. Data collected through other means

- 10.1. Patent Seekers collect data for legitimate marketing purposes through other means, ie business cards at corporate events, social media direct messages etc. Data collected for marketing purposes is used to provide:
 - 10.1.1. Information related to our Networking, Social and Corporate entertaining Events
 - 10.1.2. Updates to Services and Products
- 10.2. Patent Seekers is committed to targeted and sensible marketing practices. We will never sell or pass on your data. You may withdraw your consent at any time and our communications will provide you with a means to do so.