

Interface (which is hosted by Edinburgh Research and Innovation Limited) is committed to preserving the privacy of all visitors to <http://www.interface-online.org.uk> (**Website**) Please read the following privacy policy to understand how we use and protect the information that you provide to us.

***By using <http://www.interface-online.org.uk> you consent to the collection, use and transfer of your information under the terms of this policy.***

#### **INFORMATION THAT WE COLLECT FROM YOU**

In order to use the Website you not required currently to register or provide any information about yourself or your company. We may collect information about your usage of our Website as well as information about you or your company from the details you supply on the Feedback Form, e-mails, registration forms for events run by Interface, or letters you send to us.

#### **USE OF YOUR INFORMATION**

Your information will enable us to provide you with access to all parts of our Website and to supply the services you have requested. It will also enable us to contact you where necessary. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the Website or the Interface services. Further, where you have consented, we might also use your information to let you know about other services which we offer which may be of interest to you and we may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted in the future, please let us know.

Your information will be processed by Interface in accordance with the Data Protection Act, 1998 and other relevant legislation.

#### **DISCLOSURE OF YOUR INFORMATION**

The information you provide to us will be held on our computers in the UK and may be accessed by our staff for the purposes set out in this policy or for other purposes approved by you. We may also pass aggregate information on the usage of our Website to third parties but this will not include information that can be used to identify you.

We may pass information you provide to us to one or more of the University Partners to enable them to contact you occasionally about products and services which may be of interest to you. They may contact you by post, telephone or fax, as well as by e-mail.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

We will always take steps to ensure that your information is used by third parties in accordance with this policy.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## **COOKIES**

Cookies are small amounts of information which we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system may issue cookies to your computer when you log on to the Website. Cookies make it easier for you to log on to and use the Website during future visits. They also allow us to monitor Website traffic and to personalise the content of the Website for you. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our Website.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes to our privacy policy in the future will be posted to the Website.