



FourNet[®]

Website Privacy Policy

RESTRICTED

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Document Information

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Authorisation

Document Prepared by: Sarah-Jane Heber-Hall, Head of Compliance

Verified and Authorised by:



Richard Pennington, Chief Executive Officer

1. Policy Statement

FourNet Technologies (“**FourNet**”) understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits our website, <https://www.fournet.co.uk>, (“our site”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law.

At FourNet we are committed to safeguarding and preserving the privacy of our visitors.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you whilst you are visiting our site.

2. Information We Collect

In running and maintaining our website we may collect and process the following data about you:

- Information about your use of our site including details of your visits such as pages viewed and the resources that you access. Such information includes traffic data, location data and other communication data;
- Information provided voluntarily by you, e.g., when you register your details to request information; and
- Information that you provide when you communicate with us by any means.

3. Use of Cookies

Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us to improve our website.

We may gather information about your general internet use by using cookies. Where used, these cookies are downloaded to your computer and stored on the computer’s hard drive. Such information will not identify you personally. It is statistical data which does not identify any personal details whatsoever.

You can adjust the settings on your computer to decline any cookies if you prefer. This can easily be done by activating the reject cookies setting on your computer.

4. Use of Your Information

We use the information that we collect from you to provide our services to you. In addition to this we may use the information for one or more of the following purposes:

- To provide information to you that you request from us relating to our products or services;
- To provide information to you relating to other products that may be of interest to you. Such additional information will only be provided where you have consented to receive such information;
- To inform you of any changes to our website, services or goods and products; and
- If you have previously purchased goods/services from us we may provide you with details of similar or other goods/services that we feel may be of interest.

5. Disclosing Your Information

We will not disclose your personal information to any other party, other than in accordance with this Privacy Policy and in the circumstances detailed below:

- In the event that we sell any or all of our business to the buyer;
- Where we are legally required by law to disclose your personal information; and
- To further fraud protection and reduce the risk of fraud.

6. Third-Party Links

On occasions we include links to third-party website on our site. Where we provide a link, it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending any personal data.

7. Access to Information

In accordance with GDPR, you have the right to access any information that we hold relating to you free of charge. If you would like to access this information, please contact Sarah Keedy, Marketing Director, via email: skeedy@fournet.co.uk.

8. Contacting Us

If you have any questions about our site or this Website Privacy Policy, please contact us by email at info@fournet.co.uk, or by telephone on 0161-864-5130. Please ensure that your query is clear, particularly if it is a request for information about the data, we hold about you.

9. Information Security Incident Management

Staff must acquaint themselves with the Company's Information Security Incident Management Policy as detailed in document reference [002 39 Information Security Incident Management Policy](#). This is with regards to any information security risk, weakness or event that may compromise this Website Privacy Policy.

10. Enforcement

Any member of staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. In certain circumstance, investigation by regulatory bodies and or the police may apply.

11. Communicating FourNet's Policies

Relevant training, bulletins, education materials, policies, procedures, and processes are provided on an ongoing basis to all employees to ensure they are fully aware of their responsibilities and are kept up-to-date of any new requirements. These are communicated in a number of ways, including, but not limited to:

- Induction sessions;
- PDR meetings;
- Company meetings;
- Atlas/Citation portal; and
- Regular company bulletins via Microsoft Teams.

12. Review and Ownership of This Policy

This policy will be reviewed and amended as required, and at least annually by the Marketing Department or the Head of Quality Management and ISO. This document is managed by the ISO review process and, as such any revisions will be authorised at Board Level prior to general release.

This policy document is ISO controlled and as such, the source document will be stored in the secure area of the FourNet ISO SharePoint[®] and a PDF version in FourNet Open Access ISO Documents PDFs folder, sub-folder 002 Policies.