

PRIVACY POLICY for passport.eigroup.co.uk

At Essential Information Group (EIG) we are committed to safeguarding and preserving the privacy of our visitors. <http://passport.eigroup.co.uk> provides a service owned and managed by EIG to allow auction houses and other interested parties to allow, manage and identify visitors to various sites in order to carry out various tasks such as, but not limited to reviewing legal documents, watching and/or bidding at auctions conducted either in a physical venue or entirely online.

For the purpose of the Data Protection Act 1998 (the Act) the Data Controller is Essential Information Group Limited. Our nominated representative for the purpose of the Act is David Best.

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

We reserve the right to update this Policy from time to time so please do review this Policy regularly as any changes to our Privacy Policy will be made here.

1. Information We Collect

1.1. In running and maintaining the website(s) we may collect and process the following data about you:

1.1.1. 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.

1.1.2. Information provided voluntarily by you. For example, when you register for access to additional information. This will include, but not limited to your name, e mail address and telephone number.

1.1.3. Information that you provide when you communicate with us by any means.

2. Use of Cookies

2.1. A cookie is a small text file that is stored on your computer's hard drive, and is made up of anonymous data (digits and numbers). Most websites you visit will create a cookie in order to save key information relating to your browsing experience, such as login information or shopping basket contents, and only the website that created the cookie will be able to retrieve the information contained within.

2.2. 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 in improving our website.

- 2.3. We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. It is statistical data.
- 2.4. You can adjust the settings on your computer to decline any cookies if you wish. This can easily be done by activating the reject cookies setting on your computer.
- 2.5. A 3rd party website that we link out to may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on the links on our website.

3. Use of Your Information

- 3.1. 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:
 - 3.1.1. To provide information to you that you request from us relating to our products or services.
 - 3.1.2. To provide information to you relating to other products that may be of interest to you.
 - 3.1.3. To inform you of any changes to our website, services or goods and products.
- 3.2. In order for you to gain access to a specific auction houses data or auction, it is necessary that the relevant auction house has access to your personal data as described above and the auction house may therefore use your data in a similar manner to that set out above.
- 3.3. If you have previously purchased goods or services from us we may provide to you details of similar goods or services, or other goods and services, that you may be interested in.
- 3.4. We may allow selected third parties to use your data to enable them to provide you with information regarding related goods and services which we believe may interest you. Should you not wish to receive such information, please let us know and we will mark your data accordingly.

4. Storing Your Personal Data by EIG and the Auction House

- 4.1. In operating our website, it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing or processing. We take all reasonable steps to make sure that your data is stored securely.

4.2. Any payment transactions or details will be encrypted using SSL technology. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. You should not share a password with anyone.

4.3. Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

5. Disclosing Your Information

5.1. 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:

5.1.1. In the event that we sell any or all of our business to the buyer.

5.1.2. Where we are legally required by law to disclose your personal information.

5.1.3. To further fraud protection and reduce the risk of fraud.

6. Third Party Links

6.1. On occasion we include links to third parties on this website. 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 them any personal data.

7. Access to Information

7.1. You have the right to ask us not to process your personal data for marketing purposes and you can exercise your right to prevent such processing at any time by contacting us at our address details set out below. In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge the fee permitted by law to cover costs incurred by us in providing you with the information.

8. Contacting Us

8.1. Please do not hesitate to contact us regarding any matter relating to this Privacy Policy at feedback@eigroup.co.uk

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