

Total Systems plc Web Site Usage Privacy Policy

INTRODUCTION

Total Systems plc ("Total") respects the privacy of every individual who visits or responds to our web site. This statement outlines the information that Total will collect and how that information is used. This statement also instructs you on what to do if you do not want your personal information collected or shared when you visit our web sites.

PRIVACY

Total recognises your concern with how your personal information is dealt with. The content or services found on our Site may be changed at any time without notice, and consequently our privacy policy may change at any time in the future. You agree to revisit this page regularly and your continued access to or use of our web site will mean that you agree to the changes.

PUBLIC AREAS

When using the public portion of our web site you are not required to provide us with any personal information and we do not monitor or collect any personally identifiable information from you on your use of the public portions of the web site. We may track the number of users who visit areas of our web site, but this tracking will not identify you. We may also record the location of your computer on the Internet for systems administration and trouble shooting purposes and to report aggregate information.

From time to time Total may also collect other information about you that is not personally identifiable. This includes the type of operating system, Internet Browser you are using, and the domain name of the previous site that you have visited.

PERSONAL INFORMATION

If you request further information or apply for a vacancy we will ask you to provide us with certain data about yourself which we will handle in accordance with the United Kingdom's Data Protection legislation. Total maintains strict security standards and procedures with a view to preventing unauthorised access to your data by anyone, including our staff. We use leading technologies such as (but not limited to) data encryption, firewalls and server authentication to protect the security of your data. Any visitor who interacts with our web site is assured that physical, electronic and procedural safeguards are maintained to guard their information.

Total will not collect any personally identifiable information about you (name, address, telephone number, and e-mail address) unless it is provided voluntarily. If you do not want your personally identifiable information collected, please do not submit it. If you have submitted your information and want it removed from our records please contact us by e-mail; we will use reasonable efforts to delete your details from our existing files.

Total reserves the right to use personal information in the following ways; store and process information for the purposes of customer services research, to contact individuals (including unsolicited e-mail and telephone calls), to provide information to third parties.

We require all Group companies, all our staff and any third parties we hire to provide support services, to observe our privacy standards and to allow us to audit them for compliance.

THIRD PARTIES

Total works with third parties to research certain usage and activities on our web site on our behalf. No personal information about you is shared. However in the course of conducting this research these third parties may place a unique "cookie" on your browser. No endorsement or approval of any third parties or their advice, opinions, information, products or services is expressed or implied by any information on this site or by any hyperlinks to or from any third party websites or pages. Your use of this website is subject to the terms and conditions governing it. Please read these [terms and conditions](#) before using the website.

COOKIES, WEB BEACONS AND SPOTLIGHT TAGS

On this site Total DOES NOT make any use of "cookies" or similar files to store information on the hard drive of your computer.

Cookies are pieces of information that a web site transfers to your computer's hard disc for record keeping purposes. Cookies can store information about your preferences on particular sites, thus enabling web site owners to provide additional features for their users. They contain no name or address information or any information that will enable anyone to contact you via telephone, e-mail or any other means. Most browsers are initially set to accept cookies. If you would prefer, you can set your browser to disable cookies or inform you when they are set. Information on how to disable cookies can be obtained by referring to either your Operating Systems Manual or your Browser Guide, or by contacting your Internet Service Provider. However, on sites that use cookies you may not be able to take full advantage of that web site if you do disable them.

On some web sites the pages may contain electronic images, known as web beacons or spotlight tags. These enable the web site operator to count users who have visited certain pages on the website. Generally, web beacons and spotlight tags are not used to access your personal information, they are simply a tool to analyse which web pages customers view, in an aggregated manner.

YOUR QUERIES

If you have any queries regarding privacy issues, then please e-mail us at info@totalsystems.co.uk.