DESIGN INSIDER

PRIVACY POLICY IN DETAIL

Information we collect and use

There are sections in our website where we may ask you to register in order to gain access to high value documents, or to be able to download various items, or to make contact with Design Insider. Any information you provide will remain the secured property of Design Insider. Under no circumstances will it be sold or rented to any third party. Design Insider may, however, use your contact information to send you any information you have specifically requested or any other information or news about our company and services. Your details maybe used in an aggregated form for marketing analysis of our website traffic.

In addition to any personal information you may provide, Design Insider may, on occasion use software or other tools that enable the collection of relevant technical information, for example the IP address (Internet protocol) (IP), the operating system deployed on your computer, the browser used for access, various traffic patterns, as well as the address of any referring websites. Design Insider always traces how a visitor arrives at the Design Insider website, however we will not attempt to gather information from websites that you have visited prior to visiting the Design Insider website.

HOW WE MAY USE YOUR PERSONAL INFORMATION?

Design Insider may use your personal information for the following purposes:
- To enable you to use the site without repeatedly entering passwords or logins.
- To provide information or services that you have requested.
- To help us manage our content to ensure it is relevant and appropriate to you.

Use of personal information

Design Insider may use your personal information for the following purposes:
- To enable you to use the site without repeatedly entering passwords or logins.
- To provide information or services that you have requested.
- To help us manage our content to ensure it is relevant and appropriate to you.
- To alert you to company news, product upgrades, other updated information and new products and services from Design Insider.

Hyperlinks to other websites

- Design Insider may provide links on our site that direct to external, third party websites.
- We have no control over the content other sites, nor the usage of information they gather.
- We recommend that you always review the privacy policies at any third party sites you visit; they may not follow the same policies as us.

Opting Out

Our site provides users the opportunity to opt-out of receiving communications from us and our partners at the point where we request information about the visitor.

This site gives users the following options to discontinue receiving future communications by any of the following means:
- Send an e-mail to our client services team indicating your request to be unsubscribed from a specific list.
- In writing to: Client Services, Design Insider, BCFA, Project House, 25 West Wycombe Road , Bucks HP11 2LQ
- You can call our client services team on this telephone number: 01494 896790

Our Use of Cookies: The Design Insider Website Cookie

The Design Insider website uses a "session cookie" to identify your browser "session" as you move between pages on the website and perform activities.

The website cookie allows our website to recognise each subsequent request from your browser as being the same browser that made the initial request to our website.

By knowing that each subsequent request is related to the first, our website is able to track your actions as you move around the website and to provide interactive features. By analysing how our website is being used in general, we can improve the website experience for future visitors. Should you experience any problems in using our website, our website developers may be able to use this information to track down your specific "user journey" and investigate and fix any issues that might arise.

The cookie itself is a very small text file that is stored on your device (for example, your PC or your phone) by your web browser. It contains a simple text code that your browser sends back to our website each time you browse to a new page. This allows the website to look up your specific session and associate data for that session with your browser. The data itself is not stored in your cookie but on the server(s) operating the website.

Each page on our website is generated by a sophisticated Content Management System (CMS). This system provides a number of interactive features where your experience may be tailored according to your past activity on the website. Such features require the "session cookie" to operate.

The session cookie provides the ability for you to log on to our website using your unique user name (or e-mail address) and password.

Each page on our website may be tailored to you uniquely, based on your past activity on the website, for example to show your name.

The session cookie provides the means to remember your log on state and hence your discussion forum preferences, such as your nickname and the date of your last post.

The session cookie provides the means for you to take part in votes (or polls) on the website.

The session cookie provides the means to remember that you have submitted a form so that you are not asked to re-submit it.

The session cookie provides the means to remember which files you have requested to be sent to you by email and the date and time at which such requests were made.

The session cookie provides the means to remember whether you have 'like'd our Facebook page.

As we improve our website over time, similar and more advanced features may be added that also require a "session cookie" to operate.

Google Analytics

The Design Insider website uses cookies to allow Google Analytics to function correctly. Google Analytics is a free web analytics tools that helps us understand how visitors engage with the Design Insider website. These cookies have names that begin with __utm such as __utma and __utmz.

Google Analytics collects information anonymously; it reports website trends without identifying individual visitors. The cookies store information such as the number of visits to the website and what site referred the visitor to the web page. We use the information to view reports about how visitors interact with the website and to help us improve the website. A different set of cookies is used for each website, and visitors are not

tracked across multiple sites.

Information about these cookies and how to reject or delete them: http://www.google.co.uk/intl/en/analytics/privacyoverview.html and http://www.google.com/intl/en/policies/privacy/ads/#toc-analytics.

To opt out of being tracked by Google Analytics across all websites visit http://tools.google.com/dlpage/gaoptout.
Google's privacy policy: http://www.google.com/intl/en/privacypolicy.html

How to control and delete cookies
You may restrict or block the cookies which are set by the Design Insider website, or any other website, through your browser settings.

To find out more about cookies and how to manage them, visit www.aboutcookies.org.

Please be aware that restricting cookies may impact on the functionality of the Design Insider website.
Local Shared Objects (Flash Cookies)

The Design Insider website uses Adobe Flash Player to provide video content. Local Shared Objects (commonly known as Flash Cookies) may be used to improve user experience, for example to save your playback preferences. Flash Cookies are similar to cookies, however they are managed differently.

How to disable Flash Cookies
Information on how to disable and delete Flash Cookies is provided on the Adobe website at http://www.adobe.com/products/flashplayer/security.

Your experience of the Design Insider website may be affected if you restrict the use of Flash Cookies.

Your right to complain
If you have concerns about the way in which your data is being handled by us you have the right to lodge a complaint with the ICO (Information Commissioner's Office)- https://ico.org.uk/concerns/handling/ – or other Supervisory Authority.