

# Privacy policy

Nikec Solutions UK Limited (“we”, “us”, “our”) is committed to ensuring that your privacy is protected. This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us through our website (whether through [www.hubshare.com](http://www.hubshare.com), [www.nikecsolutions.com](http://www.nikecsolutions.com), [www.nikecsolutions.com](http://www.nikecsolutions.com), [www.nikecstore.com](http://www.nikecstore.com), [www.nikecdocstore.com](http://www.nikecdocstore.com), [www.docstorepro.com](http://www.docstorepro.com) or [www.nikecbinder.com](http://www.nikecbinder.com)) (our “Website”), will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

## ABOUT US

For the purpose of the Data Protection Act 1998, the data controller is Nikec Solutions UK Limited.

## OTHER APPLICABLE TERMS

This Privacy Policy refers to the following additional documents, which also apply to your use of our Website:

- Our Cookies Policy, which describes how cookies are used on our Website and your rights in connection with such cookies.
- Our Terms of Use, which set out the terms on which you are permitted to use our Website.
- If you choose to purchase any products and/or services from our Website our Terms of Business will also apply. In the event there is a conflict between this Privacy Policy, our Terms of Use and the Terms of Business, the Terms of Business shall prevail.

## INFORMATION WE MAY COLLECT

We may collect and process the following information about you:

- Information that you provide by filling in forms on our Website. This includes information provided at the time of registering to use our Website, for the purchase of products and/or services, posting material, raising quotes, general enquiries or requesting further services.
- We may also ask you for information when you report a problem with our Website or regarding the products and/or services provided by us.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions you carry out through our Website and of the fulfilment of your orders.
- Payment details including but not limited to the name on your bank card, the invoice address and partial card number.
- Details of your visits to our Website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

## AGGREGATE DATA

With regard to each of your visits to our Website we may automatically collect the following information:

- technical information, including the internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
- information about your visit, including the full uniform resource locators (URL) clickstream to, through and from our Website (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

We may collect this information for system administration, to report aggregated information to our advertisers or otherwise in accordance with this Privacy Policy. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

## COOKIES

Our Website uses cookies to distinguish you from other users of our Website. This helps us to provide you with a good experience when you browse our Website and also allows us to improve our Website. For detailed information on the cookies we use and the purposes for which we use them see our Cookies Policy.

## WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our business partners. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

All information you provide to us is stored on our secure servers. Any payment transactions will be processed through SagePay. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## HOW WE USE YOUR INFORMATION

Information you give to us. We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and/or services that you request from us;
- to provide you with information about other products and/or services we offer that are similar to those that you have already purchased or enquired about;
- to provide you, or permit selected third parties to provide you, with information about products and/or services we feel may interest you, where you have consented to such contact;
- to notify you about changes to our Website;
- to ensure that content from our Website is presented in the most effective manner for you and for your computer; and
- for internal record keeping.

Information we collect about you. We will use this information:

- to administer our Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you; and
- to make suggestions and recommendations to you and other users of our Website about products and/or services that may interest you or them.

Information we receive from other sources. We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

### Disclosure of your information

We may share your information with selected third parties, including:

- our analytics and search engine providers that assist us in the improvement and optimisation of our Website;
- our business partners or suppliers, for the performance of any contract we enter into with you and in order to provide you with the products and/or services that you order from us; and
- advertisers and advertising networks that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we may provide them with aggregate information about our users.

We may disclose your personal information to other third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- if Nikec or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers may be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms of Business, Terms of Use or Cookies Policy or other agreements; or
- otherwise in accordance with this Privacy Policy.

## YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by emailing us at [contact@nikecsolutions.com](mailto:contact@nikecsolutions.com).

## Third Party Links

Our Website may, from time to time, contain links to other websites of interest. Please note, these websites have their own privacy policies and we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such websites. You should exercise caution and look at the privacy statement applicable to the website in question.

## Access to information

The Data Protection Act 1998 (the “Act”) gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee to meet our costs in providing you with details of the information we hold about you.

If you believe that any information we are holding about you is incorrect or incomplete, please email us at [contact@nikecsolutions.com](mailto:contact@nikecsolutions.com).

## Changes to this policy

We may revise this Privacy Policy from time to time. Any changes we may make to our Privacy Policy in the future will be posted on this page. You should check this page from time to time to ensure that you are happy with any changes.

## CONTACT US

Questions, comments and requests regarding this Privacy Policy are welcomed. Please contact us at [contact@nikecsolutions.com](mailto:contact@nikecsolutions.com).

Thank you for visiting our Website.