

Privacy Statement

OR Training & Personal Development Ltd ('OR') is committed to safeguarding the privacy of our website visitors. We believe you have the right to privacy on the web. This policy sets out how we will treat your personal information.

1. What information do we collect?

We may collect, store and use the following kinds of personal data:

- (a) information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type, referral source, length of visit and number of page views;
- (b) information relating to any transactions carried out between you and us on or in relation to this website;
- (c) information that you provide to us for the purpose of registering with us e.g. your email address and other personal information when you sign up;
- (d) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters; and
- (e) any other information that you choose to send to us.

2. Do we use cookies?

The OR website uses “cookies” to help personalise your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize liveitorleadit.com pages, or register with the liveitorleadit.com site or services, a cookie helps liveitorleadit.com to recall your specific information on subsequent visits. This simplifies the process of recording your personal information. When you return to the same liveitorleadit.com web site, the information you previously provided can be retrieved, so you can easily use the liveitorleadit.com features that you customized.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports

about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>. Our advertisers/payment services providers may also send you cookies.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the liveitorleadit.com services or other web sites you visit.

3. How will we use your personal data?

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) send you general (non-marketing) communications;
- (e) send you email notifications which you have specifically requested;
- (f) send you marketing communications e.g. marketing communications relating to OR
- (h) provide third parties with statistical information about our users – but this information will not be used to identify any individual user; and
- (i) deal with enquiries and complaints made by or about you relating to the website.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the license you grant to us.

We will not sell, rent or share your personal data with third party organisations.

4. Other disclosures

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we will disclose information about you only when required to do so by law.

5. Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. You are responsible for keeping your user details confidential.

6. Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our

website. You should check this page occasionally to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

7. Your rights

On receipt of proof of identity and a written request you may have a copy of any information that we hold about you. Please e-mail the Website Manager at info@liveitorleadit.com or write to:

*The Data Protection Manager
OR Training & Personal Development Ltd
50 Bedford Street
Belfast
BT2 8FW*