

# Spirit Data Capture Ltd Privacy Statement

WEB SITE PRIVACY STATEMENT  
Revised: December 2010

## Introduction

Here at Spirit Data Capture Ltd we are committed to respecting and protecting visitor privacy. Our web site is designed so that you ("you", "your", "yourself") can use it without identifying yourself or revealing any personal information. We only ask you to identify yourself when downloading copyrighted material. Spirit Data Capture Ltd does not disclose, share or divulge information collected via the operation of its web sites to any third party. Once you have chosen to provide us with any information by which you can be identified, you can be assured that it will only be used to support your customer relationship with Spirit Data Capture Ltd.

Spirit Data Capture Ltd maintains a privacy policy and provides this Privacy Statement for the following reasons:

- By providing this information, we can make you aware of our practices with regard to the personally identifiable information we collect ("Provision")
- With this information, you then have the discretion on how you use this site ("Discretion")
- To maintain a fair and accurate record of your information and take reasonable care of that information ("Accuracy and Care")
- To make available a method for remedy if for any reason you feel that the information is incorrect or misleading ("Remedy").

## Provision

Spirit Data Capture Ltd provides this Privacy Statement to make you aware of our privacy policy, practices and of the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and from the bottom of every Spirit Data Capture Ltd web page.

## Discretion

The use of this web site is bound by the [www.SpiritDataCapture.co.uk](http://www.SpiritDataCapture.co.uk) WEB SITE TERMS AND CONDITIONS OF USE. By reading this privacy statement and the terms and conditions of use, you can make an informed decision as to whether or not you should use this site. Spirit Data Capture Ltd will not use or share the personally identifiable information that you provided to us online in ways unrelated to the ones described above without first letting you know and offering you a choice. We will also provide you the opportunity to let us know if you do not wish to receive unsolicited direct marketing materials from us and we will do everything we can to honour such requests.

## Accuracy & Care

Spirit Data Capture Ltd strives to keep your personally identifiable information accurate. We will provide you with access to your information, including making every effort to provide you with online access to your registration data so that you may view, update or correct your information at the Spirit Data Capture Ltd site where it was submitted. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting you access or enabling you to make corrections. To access your personally identifiable information, return to the web page where you originally entered it and follow the instructions on that web page. Certain areas of Spirit Data Capture Ltd's web sites may limit access to specific individuals through the use of passwords and through providing personally identifiable data.

Links to third party web sites on the site are provided solely as a convenience to you. If you use these links, you will leave the Spirit Data Capture Ltd site. Spirit Data Capture Ltd has not reviewed all of these third party sites and does not control and is not responsible for any of these sites, their content or their privacy policy. Thus, Spirit Data Capture Ltd does not endorse or make any representations about them, or any information, software or other products or materials found there, or any results that may be obtained from using them. If you decide to access any of the third party sites linked to this site, you do so at your own risk.

SpiritDataCapture.co.uk is committed to ensuring the security of your information. To prevent unauthorized access or disclosure, maintain data accuracy, and ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. We use encryption when collecting or transferring sensitive data such as credit card information.

## Remedy

If you have reason to believe that Spirit Data Capture Ltd hold information that is not correct or misleading, then please send your comments, or any questions about our privacy policy, via our contact page.

## The Collection and Use of Information

What information is collected by Spirit Data Capture Ltd: The types of personal information collected at these pages are name, contact and billing information, transaction, and credit card information. When downloading low resolution images for compositional work (comping images), you supply the personal and business contact information you choose.

Some Spirit Data Capture Ltd web pages use cookies. This is purely to benefit the visitor and speed the completion of web based forms, or to aid navigation. The information stored in the cookie is not used.

## How Spirit Data Capture Ltd uses cookies.

Spirit Data Capture Ltd uses cookies to aid in the completion of forms when you choose to download images. This is either as purchased images or as water-marked, low resolution images for compositional work.

A cookie is a piece of text asking permission to be placed on your computer's hard drive. If you agree, then your browser adds the text in a small file. The purpose of a cookie is to help save time when you revisit and download images. Cookies are normally set to expire within 30 days. Spirit Data Capture Ltd uses cookie technology to assign and place an identifier unique only to you, placed on your computer.

Some of the Spirit Data Capture Ltd web pages use session variables (temporary information held in variables that is available to more than one page), as part of the web navigation for that particular web site session only. Examples are storing images in the basket ready for downloading. Session variables are available only to your computer and the Spirit Data Capture Ltd server and as soon as you close your browser application, the session is closed and the information destroyed. The Spirit Data Capture Ltd navigation and basket system requires enabling cookies.

The use of cookies allows Spirit Data Capture Ltd to function smoothly and correctly, However, we understand that many people have concerns over the use of cookies and so we would like to assure you that cookies are only used when necessary and only when you have accepted their use.

You may set your web browser to notify you of cookie placement requests or decline cookies completely. You can delete the files that contains cookies; those files are stored as part of your internet browser.

## How Spirit Data Capture Ltd uses your information.

From time to time, we may also use your information to contact you for market research or to provide you with marketing information we think would be of particular interest. At a minimum, we will always give you the opportunity to opt out of receiving such direct marketing or market research contact.

## Who we share it with

Spirit Data Capture Ltd will not sell, rent, or lease your personally identifiable information to others. Unless we have your permission or are required by law, we will only share the personal data you provide online with other Spirit Data Capture Ltd entities and/or business partners who are acting on our behalf.

If you have any comments or questions please email

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