

PRIVACY POLICY

Updated: 7th April 2014

Fusion Universal Ltd (henceforth referred to as Fuse) respects your right to privacy. This Privacy Policy ("Privacy Policy") sets out details of the information that we may collect from you in association with Fuse services and how we may use that information. This Privacy Policy should be read alongside the Fuse Terms of Service.

Please read this Privacy Policy carefully to understand how Fuse, its subsidiary and affiliate corporations, successors, assigns, uses and protects the information you provide. This privacy policy applies to this World Wide Web site and any variations, subdomains or successors to this website (www.fuseuniversal.com and fusion-universal.com, the "Fuse sites"), any Fuse computer software downloadable or otherwise available from the Fuse Site ("Fuse Software") and any Fuse services purchased or otherwise made available from the Fuse Site ("Fuse Services") (collectively, the "Fuse Properties"). This Privacy Policy ("Privacy Policy") applies to all Users ("Users") of the Fuse Properties. Please read this Privacy Policy carefully - by using this website you agree to its terms (including as amended from time to time). If, for any reason, you do not agree to the terms of this Privacy Policy, please stop using the Website immediately.

1. WHO ARE FUSE?

In this Privacy Policy, references to "we" or "us" are to **FUSION UNIVERSAL LIMITED**, a company incorporated and registered in England and Wales with company number 6636622 whose registered office is at 1 Curtain Road, London, EC2A 3LT

If you have any questions about the collection, storage and usage of your information, you may contact us by e-mailing us at support@fuseuniversal.com

2. OUR COMMITMENT

Your personal information will be processed in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any other relevant data protection legislation.

3. WHAT INFORMATION WE COLLECT AND HOW DO IT

When you use Fuse, anywhere in the world, or contact us by any means whatsoever, we may collect, store and use certain personal information that you disclose to us. The information that we may collect from you includes your name, e-mail, telephone (landline and mobile), details of any purchases and activity on Fuse. We may also collect details of your computer's internet protocol address, which is automatically collected by our web server.

We do this in two principle ways:

- **Registration:** Prior to using Fuse, you will be required to create an individual account. If you are using Fuse as a corporate user, your account may have been created for you by your company. Failure to fill in information may prevent access to Fuse and failing to maintain accurate information may result in termination of access to all Fuse services.
- **Technology:** We also collect information such as IP address, connection speed and internet service provider domain name. This information is anonymised and collected through a variety of methods:
 - **Cookies:** including local shared objects, files stored on your hard drive to collect personal information. Most browsers accept these automatically but if you refuse these aspects of website functionality may be unavailable to you.

- IP Address: if you visit the site anonymously without registering, IP addresses may be collected automatically and an IP address number automatically assigned to your computer. Each time you access Fuse sites or request pages, the server will log your address.
- Tracking content upload, view and download of computer files to Fuse: including but not limited to documents, pictures, logos, art, adverts, sound, videos, pdfs, flash courses, external links.
- Web beacons: small pieces of data embedded in web pages and e-mails. We may use these to determine whether or not you have opened e-mails and/or clicked on links in them.

4. HOW DO WE USE YOUR INFORMATION?

By using Fuse and or making any purchases on Fuse, you agree that your information may be used by us and our suppliers and partners in order to:

- i. provide you with a personalised user experience on Fuse; delivering content specific to your interests.
- ii. support and manage your user accounts; system administration, diagnosing problems and monitoring usage.
- iii. Provide you with notifications; the in system notifications tool on Fuse will ask you to verify your account on sign up, send you e-mails on your activity within the Fuse and suggest content that you may find interesting. We may also give you links to resources you may find useful.
- iv. fulfil any contractual agreements between you and us;
- v. provide you with information on value added products and services which believe may be of interest to you unless you inform us that you do not wish to receive this information;

- vi. improve our quality of service; if you contact us we will retain a record of correspondence. You may contact support@fuseuniversal.com to request removal.
- vii. comply with legal and regulatory requirements.

We will not disclose your information to any third parties unconnected with these purposes, nor will your information leave the European Union to territories with lower standards of data protection without informing you and receiving your consent. Notwithstanding this, we will comply with all European law enforcement agencies and could be required to disclose information upon the production of a court order. We may choose to comply with non-European law enforcement agencies where we deem such activities to be appropriate.

We have put in place industry best practice technical and organisational security measures to prevent the loss or unauthorised access of your personal information. For more information please refer to the Fuse security whitepaper.

5. YOUR RIGHTS

You may contact us in order to find out what information we hold about you (please note that a £10 fee will be payable) or to access, cancel or correct any information that we hold about you.

You also have the right to update or correct any information that we hold about you by amending your details within Fuse.

Upon request, Fuse shall delete specific personal information from the database. It may, however, be impossible to entirely delete user records without some residual information being retained due to the manner in which data backups are maintained. Requests to delete personal information shall be submitted to support@fuseuniversal.com.

You may also contact us to inform us that you do not wish to receive any marketing materials from us, providing that communications are not necessary to perform a service to your employer.

6. HOW **UP-TO-DATE** IS THIS PRIVACY POLICY?

We continually strive to deliver you a better product and better protect your privacy. We may update or amend this Privacy Policy from time to time to comply with changing law or to meet our changing business requirements without notice to you. Any updates or amendments will be posted on Fuse. By continuing to use Fuse, or buying any products/services from us, you agree to be bound by the terms of these updates and amendments.

7. **CONTACT FUSE**

If you have any questions about our Privacy Policy, please contact us by e-mailing us at support@fuseuniversal.com or writing to:

Fuse | 1 Curtain Road, London | **EC2A 3LT**

support@fuseuniversal.com