

## PRIVACY POLICY

Your privacy is very important to us. Accordingly, we have developed this policy in order for you to understand how we collect, use, communicate and make use of personal information. The following outlines our privacy policy. When accessing the Forge Management website, Forge Management (London) Ltd will learn certain information about you during your visit.

Similar to other commercial websites, our website utilises a standard technology called 'cookies' (see explanation below) and server logs to collect information about how our site is used. Information gathered through cookies and server logs may include the date and time of visits, the pages viewed, time spent at our site, and the websites visited just before and just after our own, as well as your IP address.

## USE OF COOKIES

This site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the [About Cookies website](#) which offers guidance for all modern browser.

## IP ADDRESSES

IP addresses are used by your computer every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer. IP addresses are automatically collected by our web server as part of demographic and profile data known as "traffic data" so that data (such as the Web pages you request) can be sent to you.

## EMAIL INFORMATION

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received online, mail and telephone. This also applies when you register for our website, sign up through any of our forms using your email address or make a purchase on this site. For further information see the email policies below.

## HOW DO WE USE THE INFORMATION THAT YOU PROVIDE TO US?

Broadly speaking, we use personal information for purposes of administering our business activities, providing customer service and making available other items and services to our customers and prospective customers.

Forge Management (London) Ltd will not obtain personally-identifying information about you when you visit our site, unless you choose to provide such information to us, nor will such information be sold or otherwise transferred to unaffiliated third parties without the approval of the user at the time of collection.

We may disclose information when legally compelled to do so, in other words, when we, in good faith, believe that the law requires it or for the protection of our legal rights.

## EMAIL POLICIES

We are committed to keeping your e-mail address confidential. We do not sell, rent, or lease our subscription lists to third parties, and we will not provide your personal information to any third-party individual, government agency, or company at any time unless strictly compelled to do so by law.

We will use your e-mail address solely to provide timely information about the services and products we offer.

We will maintain the information you send via e-mail in accordance with applicable federal law

## GDPR COMPLIANCE

The *EU General Data Protection Regulation* ("GDPR") came into force across the European Union on 25th May 2018 and brought with it the most significant changes to data protection law in two decades. Founded on the fundamentals of privacy by design and a risk-based approach, the GDPR has been designed to meet the requirements of the digital age.

The 21st Century brings with it a broad use of technology, new definitions of what constitutes personal data, and a vast increase in cross-border processing. The new Regulation aims to standardise data protection laws and processing across the EU, affording individuals stronger, more consistent rights to access and control their personal information.

## OUR COMMITMENT

Forge Management (London) Ltd ('we' or 'us' or 'our') are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise the requirement and importance of updating and expanding this program to meet the demands of the GDPR and the Data Protection Act 1988.

Forge Management (London) Ltd are dedicated to safeguarding the personal information under our remit and to developing a data protection regime that is effective, fit for purpose and demonstrates an understanding of, and appreciation for the new Regulation.

## INTELLECTUAL PROPERTY RIGHTS

All copyrights, trademarks, patents and other intellectual property rights used in and on our website, all Social Media Platforms and all content and software located on the site shall remain the sole property of Forge Management (London) Ltd.

The use of our trademarks, content and intellectual property is forbidden without the express written consent from Elliot Browne, Owner Director of Forge Management (London) Ltd

## YOU MUST NOT:

- Republish material from our website without prior written consent.
- Sell or rent material from our website.
- Reproduce, duplicate, create, derivative copy or otherwise exploit material on our website for any purpose.
- Redistribute any content from our website, including onto another website.

## ACCEPTABLE USE

You agree to use our website only for lawful purposes, and in a way that does not infringe the rights of, restrict or

inhibit anyone else's use and enjoyment of the website. Prohibited behaviour includes harassing or causing distress or inconvenience to any other user, transmitting obscene or offensive content or disrupting the normal flow of dialogue within our website.

You must not use our website to send unsolicited commercial communications. You must not use the content on our website for any marketing related purpose without our express written consent.

## USE OF TESTIMONIALS

In accordance to Forge Management (London) Ltd, with the FTC guidelines concerning the use of endorsements and testimonials in advertising, please be aware of the following:

Testimonials that appear on this site are actually received via text, audio or video submission. They are individual experiences, reflecting real life experiences of those who have used our products and/or services in some way. They are individual results and results do vary. We do not claim that they are typical results. The testimonials are not necessarily representative of all of those who will use our products and/or services.

The testimonials displayed in any form on this site (text, audio, video or other) are reproduced verbatim, except for correction of grammatical or typing errors. Some may have been shortened. In other words, not the whole message received by the testimonial writer is displayed when it seems too lengthy or not the whole statement seems relevant for the general public.

Forge Management (London) Ltd is not responsible for any of the opinions or comments posted on Forge Management. Forge Management is not a forum for testimonials, however Forge Management (London) Ltd provides testimonials as a means for Clients and Colleagues to share their experiences. To protect against abuse, all testimonials appear after they have been reviewed by the management of Forge Management (London) Ltd. Forge Management (London) Ltd do not share the opinions, views or commentary of any testimonials on Forge Management Website or any of their Social Media Platforms – the opinions are strictly the views of the testimonial source.

## HOW DO WE PROTECT YOUR INFORMATION AND SECURE INFORMATION TRANSMISSIONS?

Email is not recognised as a secure medium of communication. For this reason, we request that you do not send private information to us by email. However, doing so is allowed, but at your own risk. Some of the information you may enter on our website may be transmitted securely via a secure medium known as Secure Sockets Layer, or SSL. Credit Card information and other sensitive information is never transmitted via email.

Forge Management Limited may use software programs to create summary statistics, which are used for such purposes as assessing the number of visitors to the different sections of our site, what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas.

For site security purposes and to ensure that this service remains available to all users, Forge Management (London) Ltd uses software programs to monitor network traffic to identify unauthorised attempts to upload or change information, or otherwise cause damage.

## DISCLAIMER AND LIMITATION OF LIABILITY

Forge Management (London) Ltd makes no representations, warranties, or assurances as to the accuracy, currency or completeness of the content contained on this website or any sites linked to this site.

All the materials on this site are provided 'as is' without any express or implied warranty of any kind, including warranties of merchantability, non-infringement of intellectual property or fitness for any particular purpose. In no event shall Forge Management (London) Ltd or its coaches or associates be liable for any damages whatsoever (including, without limitation, damages for loss of profits, business interruption, loss of information, injury or death) arising out of the use of Forge Management or inability to use the materials, even if Forge Management (London) Ltd has been advised of the possibility of such loss or damages.

## POLICY CHANGES

We reserve the right to amend this privacy policy at any time with or without notice. However, please be assured that if the privacy policy changes in the future, we will not use the personal information you have submitted to us under this privacy policy in a manner that is materially inconsistent with this privacy policy, without your prior consent.

We are committed to conducting our business in accordance with these principles in order to ensure that the confidentiality of personal information is protected and maintained.

## CONTACT

If you have any questions regarding this policy, or your dealings with our website, please contact us

here: [info@forgemanagement.co.uk](mailto:info@forgemanagement.co.uk)

Or write to: Forge Management (London) Ltd.  
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