

Horizons Privacy Policy

Dated 21 January 2009

Introduction

Your privacy is important to Horizons which is firmly committed to best practices on all of its websites.

This policy covers Horizons FS Ltd use of personal information that Horizons collects when you use horizonsforsuccess.com and related sites.

From time to time, you will be asked to submit personal information about yourself (for example your name, company name, postal address and email address) in order to receive or use services on our website. Such services include purchasing reports, receiving newsletters, competitions, registering for events, completing questionnaires and submitting questions. By entering your details in the fields requested, you enable Horizons to provide you with the services you select. Whenever you provide such personal information, we will treat that information in accordance with this policy. When using your personal information Horizons will act in accordance with current legislation, The Data Protection Act 1998, and aim to meet current Internet best practice.

If you have questions or concerns regarding this statement then please contact The Privacy Controller at Horizons. Contact details can be found at the end of this Privacy Statement.

Updates to this Privacy Policy & Notification of Changes

This policy may change without notice from time to time and we will post these changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users by posting a notice on our website. Please check this page regularly for updates and changes.

The information collected

We may ask for personal information for several reasons such as: when you subscribe to our services, when you want to view detailed information about our products, when you want to submit a question about our products/services to our customer service staff, or when you buy products. The types of personal information that we may collect on these pages are: name, company name, title, mailing address, business description e-mail address, phone number and fax number.

Registering on Horizons sites is optional. If you choose not to register or provide personal information, you can still use the Horizons websites. However, you will not be able to purchase items directly from our websites. Separately, you may choose to sign-up to receive promotional or marketing information from Horizons by selecting the appropriate option.

Horizons views all personal information that it collects as a valuable and confidential asset of which we take great care to ensure its safety

What we do with the information collected

When you visit this site your IP address is recorded. We use your IP address to help diagnose problems with our server and to create statistical reports about usage. Your IP address is used

to help identify you when you buy from our site and to gather broad demographic identification that will not be tied to your identity.

This site also uses "cookies", which are certain bits of information that are deposited on the hard drive of your computer when you visit this site and sent back to this site when you visit again. We use cookies to maintain session information (for example to help us remember your search results so you can go back to them) and to keep track of the number of users accessing our site and the information they access. Our information sites will NOT function correctly if you disable cookies.

We may share your information with third parties who assist us in providing our service to you, e.g. our financial services supplier may collect credit card information in order to process any payments you make.

Horizons maintains a strict "no-spam" policy. We will not sell, trade, rent or lease your personal information to others without your consent. We use your personal information to provide requested information and to keep you informed of Horizons' commercial products and services to help ensure that the information we provide to you is relevant to your specific needs. If you do not wish to continue receiving marketing information, please notify us by email at info@horizonsforsuccess.com or alternatively you can use our opt-out policy which is detailed below.

If permission is granted, user information may be used to send occasional emails containing offers from our partners. This will only ever be provided to users who have specifically given us permission to use their information in this way.

Horizons will never use your data for anything beyond the reason stated and the permissions you grant us.

When you buy something, your information will be stored on our system to complete the buying process. It must be shared with an outside party in order to verify your credit card information. We also record information about your questions to us and your purchases so that we and you can keep track of what you've asked about or ordered directly on our site. Additionally, we may need to contact you about your questions and/or your orders.

We use e-mail addresses to send you the alerts, newsletters and marketing promotions that you' may have requested, to answer the e-mails we receive and to communicate with you about publications, service levels and other areas of Horizons' range which you have told us you would be interested in hearing about.

Third Party Use of Your Information

When you buy something, another party must verify your credit card. In addition, the name of your company (but not your name or contact information) may be shared with one of our third party suppliers depending upon the information you bought.

Access to Your Information / Opt-Out / Unsubscribe

If you no longer wish to receive our updates, newsletters and promotional communications you may opt-out of receiving these communications by following the directions in the email, or forwarding the email to info@horizonsforsuccess.com, including the subject line with the word "UNSUBSCRIBE" in the subject line.

Your Legal Data Protection Rights

In accordance with the Data Protection Act 1998 you, the data subject, can ask to view all data relating to you that we hold at any time. Horizons reserves the right to charge a fee of £10 for this request.

Legal Disclaimer

Though we make every effort to preserve user privacy, we may in certain circumstances need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our Web site.

Security

Horizons is committed to protecting the security of your personal information. We use a variety of security technologies and procedures to help protect your personal information from unauthorised access, use, or disclosure.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact:

The Privacy Controller
info@horizonsforsuccess.com
Horizons FS Limited
313 Regents Park Road
London N3 1DP
United Kingdom
Telephone: +44 (0)20 8349 0162