

## Privacy Policy

Effective Date: 09/01/09

This is the Privacy Policy for the whole of View Publications (the independent publisher of Greener View magazine). This Privacy Policy is designed to assist you, whether as a business or an individual, in understanding how we collect and use the personal information you provide to us, and to thereby help you make informed decisions when using our websites and all of our related services therein.

### Contact Information

To request a correction or deletion of your private information, or if you have any questions or general comments relating to this privacy policy, please contact us:

E-mail: [editor@greenerview.co.uk](mailto:editor@greenerview.co.uk)

Mail:

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### What Information Do We Collect?

By visiting the website, you may provide us with two types of information: Personal information you voluntarily choose to disclose that is collected on an individual basis; and, Website-use information gathered on a collective basis as you and others browse our website.

### Personal Information You Choose to Provide:

#### Subscription Information:

You will provide us with information about yourself, your address, telephone number and email address.

#### Email Information:

If you subscribe to our newsletter, we will retain your email address. Occasionally, we may also use your email address to notify you about important changes to our organisation and its activities. If you choose to correspond with us through email, we may retain the content of your email messages, a real name and address if you chose to use them, together with your email address and our responses.

### How Do We Use the Information That You Provide to Us?

Generally, we use personal information for purposes of managing and expanding our business activities, and for providing customer service.

### Choice/Opt-out

For subscription to our newsletter, we only request information which we need and for the purpose it was given.

If you submitted information through one of the forms on our sites and do not wish to receive any promotional or marketing e-mails and/or surface mail marketing letters, you may opt-out of receiving those communications by using the opt-out mechanism within the form itself. Unless you explicitly opted-in we consider you to be in the opt-out category. If you do receive email material from us and do not wish to receive anything further, please send an e-mail with the subject line "Unsubscribe" to the e-mail address shown above. If you wish to unsubscribe from the newsletter itself, please use the unsubscribe link included in the newsletter.

### Website-use information:

#### What Are Cookies?

A cookie is a very small text document, which often includes an anonymous unique identifier. When you visit a website, that site's computer will ask your computer for permission to store that text file in a part of your hard drive specifically designated for cookies. Each Web site can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a Web site to access the cookies it has already sent to you, not the cookies sent to you by other sites.

#### How Do We Use Information We Collect from Cookies?

As you visit our website, the site uses its cookies to retain your preferences for the way in which the site is displayed. These preferences are specific to each company and its domain, so cookies have to be created separately for the Greener View site.

Cookies do not allow us to gather any personal information about you and we do not store any personal information that you provided to us in your cookies.

### Third Parties

#### Sharing Information with Third Parties:

We do not pass your information on to any outside parties.

#### How Do We Protect Your Information?

#### Secure Information Transmissions:

Email is not recognized as a secure medium of communication. For this reason, we request that you do not send private information to us by email.

#### How Can You Access and Correct Your Information?

You may request access to all your personally identifiable information that we collect online and maintain in our database by contacting us using the above contact information.

#### What About Other Websites Linked to Our Website?

We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Please remember that when you use a link to depart from our website and go to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

#### Your Consent

By using our website you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes on our website to keep you aware of what information we collect, how we use it

and under what circumstances we may disclose it. At any time you may request to view any and all changes and updates, via surface mail.

#### Notification of Changes

This Privacy Policy is subject to periodic review and change. In order to view the current Privacy Policy, simply check this section of the website. If we materially change our privacy policy, we will post those changes to this privacy statement and other places we deem appropriate so users are aware of what information we collect, how it is used, and under what circumstances, if any, we disclose it. In some cases where we post a notice, we may also email users who have opted to receive communications from us, notifying them of the changes in our privacy practices.