

## KENYON - ONLINE PRIVACY POLICY:

### REVISION STATUS:

This Policy is the responsibility of Kenyon International Emergency Services and all comments and suggestions for revision should be directed to them.

<b>Version:</b>	Original
<b>Approved By:</b>	CEO and Marketing Manger
<b>Date Approved:</b>	1 <sup>st</sup> June 2019
<b>Name of Originator:</b>	Marketing Manager
<b>Document History:</b>	Orginal Approved 1 <sup>st</sup> June 2019
<b>Dated Issued:</b>	1 <sup>st</sup> June 2019
<b>Review Date:</b>	NLT June 2022
<b>Target Audience</b>	All Kenyon Website Users
<b>Document Status</b>	Agreed

### DOCUMENT HISTORY:

Revision Date	Page Number(s)	Revision	Agreed By
1 <sup>st</sup> June 2019	3	Original	CEO

#### 1. What information do we collect?

- a. We collect information from you when you register on our site, subscribe to our newsletter, respond to a survey, fill out a form or subscribe to blog posts.
- b. When registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, phone number, country and industry. You may, however, visit our site anonymously.

#### 2. What do we use your information for?

- a. Any of the information we collect from you may be used in one of the following ways:
  - Website Improvement - We continually strive to improve our website offerings based on the information and feedback we receive from you.
  - Customer Service Improvement - Your information helps us to more effectively respond to your customer service requests and support needs.
  - Perdiodic Emails - The email address you provide for enquiries may be used to send you information and updates pertaining to our services, in addition to receiving occasional company news, updates, related product or service information, etc. Note: If at any time you would like to unsubscribe from receiving future emails, you can always reply with an unsubscribe request and we'll honour your wishes within a reasonable amount of time.

3. **Do we use cookies?**

a. Yes. Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognise your browser and capture and remember certain information.

b. We use cookies to keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.

4. **Do we disclose any information to outside parties?**

a. We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

5. **Third Party Links:**

a. Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. Therefore, we have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

6. **California Online Privacy Protection Act Compliance:**

a. Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act. Therefore, we will not distribute your personal information to outside parties without your consent.

7. **Children's Online Privacy Protection Act Compliance:**

a. We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

8. **Online Privacy Policy Only:**

a. This Online Privacy Policy applies only to information collected through our website and not to information collected offline.

9. **Your Consent:**

a. By using our site, you consent to our Online Privacy Policy.

10. **Changes to our Online Privacy Policy:**

a. If we decide to change our Online Privacy Policy, we will post those changes on this page, and/or update the Online Privacy Policy modification date below.

b. This policy was last modified on 1<sup>st</sup> June 2019.

11. **Contacting Us:**

a. If there are any questions regarding this Online Privacy Policy you may contact us using the information below.

<http://www.kenyoninternational.com>

612 Spring Hill Drive, Ste. 180

Spring, Texas 77386

US

[kenyon@kenyoninternational.com](mailto:kenyon@kenyoninternational.com)

12. **Monitoring and Review:**

a. Reviewing this Online Privacy Policy will form part of the responsibility of the Kenyon Marketing Manager.

b. Kenyon is committed to genuinely enforcing our Online Privacy Policy. We acknowledge, however, that effectiveness of the Policy's aims and objectives can only be judged by how the Policy operates in practice.

13. **Legislation and Related Documents:**

a. This Online Privacy Policy is available on Kenyon's shared drive as well as the public facing website.

b. Staff will be made aware of procedural document updates as they occur via team huddles, team meetings, staff bulletins and staff briefings.