

Liteplan Limited consists of two brands including Liteplan Emergency Lighting and Liteplan Controls.

We train employees handling visitor information on their roles and responsibilities in protecting your privacy. We regularly assess the privacy and security practices of our Web sites and databases to identify ways we can improve our data practices. If you have questions or concerns regarding this statement, please contact us.

## Scope And Consent

This Privacy Policy ("Policy") describes how we protect your privacy when you use our Web site ("Site(s)") or use our services and is part of the Terms and Conditions of Liteplan Limited. When you use our Sites and services you agree to our Terms and Conditions including this Privacy Policy. This Policy may be supplemented or amended from time to time by privacy notices ("Privacy Notice(s)") and those Privacy Notices become a part of this Policy. Specific Privacy Notices may be required to comply with the privacy laws of some countries.

Liteplan Limited believes in protecting your privacy.

## Personal Information

As used in this Policy, the term "personal information" means information that identifies you personally, either alone or in combination with other information available to us. Personal information includes: your name, phone number, email address or business postal address. Personal Information can be provided in various ways: (1) information you provide to us, such as opting in to one of our email lists; (2) from other companies which you have given permission for them to share your information; (3) from your browser, such as IP address, operating system, type of browser (check your browser settings for what it shares); (4) through "Cookies", which are small text files that are placed on your hard disk by a Web server. We may use cookies to collect information about the way visitors use our Sites, pages visited and length of visit to assist us in analysing visitors' interests and needs and to improve the content and function of our Sites. Cookies cannot be used to install programs or deliver viruses to your computer.

## Access And Update Personal Information

If you become aware that any of the personal information in our records is inaccurate or has been altered, please contact us. If you have additional questions regarding your personal information, please contact us. We will respond promptly within the time limits established by applicable law. For your protection, we may ask you for additional information to verify your identity. In most cases, we will correct or delete any inaccurate information you discover. In some cases, however, we may limit or deny your request if the law permits or requires us to do so.

## Use Of Personal Information

We use your personal information to customize the content and layout of our Sites to match your needs, interests, and preferences; and to learn more about your needs and wishes to improve our Sites and other aspects of our services.

hosted on Web servers located in the United Kingdom or other countries. We share the personal information we collect with third-party service providers, our Partners, and others around the world as described in this Policy. If we transfer your personal information to another country, we'll take appropriate measures to protect your privacy and personal information. No matter where we transfer your personal information, it will remain subject to the terms of this Policy and your privacy preferences. If you chose to receive email publications such as newsletters, special offers and updates from us, we will send you that information. We present an option to not receive these publications by supplying an unsubscribe link at the bottom of each publication we email to you.

We may share your personal information with companies and organizations that perform services on our behalf. We use a third party to deliver our emails to you. Our third-party service providers are only authorised to use your personal information to perform services on our behalf and are required to protect the confidentiality of your personal information. We do not share, sell, rent or trade personal information with third parties for their promotional purposes. We may provide personal information to a third party when we believe it is necessary to prevent or investigate a possible crime, such as fraud or identity theft; to comply with a court order; to comply with a legal requirement; to protect your vital interests; or in connection with a sale, purchase, merger, reorganisation, financing, liquidation, dissolution, or similar event. When we disclose information under these or similar circumstances, we'll take appropriate steps to limit use and protect the confidentiality of your personal information.

### Protection Of Personal Information

We maintain appropriate physical, technological, and organisational safeguards to protect your personal information against loss, misuse, unauthorised access or disclosure, alteration, and destruction. Our data networks are protected by firewalls and intrusion-detection sensors. Only those who have a "need-to-know" are authorised to access member accounts, and only after they have been trained on our security procedures. We use reasonable measures to help protect your personal information and comply with applicable data security laws, but no Web site or database is completely secure, or "hacker proof." Protect yourself and help us prevent computer crime by carefully guarding your password. Our Sites do not use Spyware. If you believe the security of your account has been breached, contact us.

Liteplan Limited is registered at Companies House under company number 02802470. Our Sites may beOther Web Sites Our Sites contain hyperlinks to Web sites operated by other companies, including Web sites operated by our third-party service providers and unrelated third parties. This privacy policy does not apply to any of these other Web sites. When you access other Web sites through a hyperlink on our Sites, please take a few minutes to review their terms of use and privacy statements.

### Children

We do not knowingly collect personal information from children under the age of 16. If you are under 16, please do not give us any information that identifies you personally.

### Notice Of Changes To Policy

We reserve the right to change, modify, add, or remove portions of this Policy at any time. Changes to this Policy may affect our use of personal information provided us prior to the effective date of the changes. Continued participation or use of our Sites after a change will indicate your acceptance of the revised Policy.

Jonathan Bell  
Company Director