

1 WEBSITE USAGE

- 1.1. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our Privacy Policy govern Asylum Design's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website, as the use of this website is subject to the following terms of use.
- 1.2. The term 'Asylum' or 'us' or 'we' refers to Asylum Design. The term 'you' refers to the user or viewer of our website.

2 TERMS OF USE

- 2.1. The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- 2.2. This website uses cookies to monitor browsing preferences. If you do allow cookies to be used, the following personal information may be stored by us for use by third parties, eg. Google Analytics, Zopim.
- 2.3. Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- 2.4. Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- 2.5. This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Permission to use or store any content on this website including all images, logos and text which are copyright of Asylum Design and/or its clients is not given without specific written consent. Reproduction and/or use of any materials is prohibited, other than in accordance with the copyright and licensing notices within our General Terms and Conditions.
- 2.6. All trade marks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.
- 2.7. Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- 2.8. From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- 2.9. Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

3 WEBSITE DISCLAIMER

- 3.1. The information contained in this website is for general information purposes only. The information is provided by Asylum and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.
- 3.2. In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.
- 3.3. Through this website you are able to link to other websites which are not under the control of Asylum. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.
- 3.4. Every effort is made to keep the website up and running smoothly. However, Asylum takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

4 PRIVACY POLICY

- 4.1. The following Privacy Policy sets out how Asylum uses and protects any information that you provide to Asylum when you use this website. Asylum is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.
- 4.2. Asylum may change this policy from time to time by updating this document. You should check our website from time to time to ensure that you are happy with any changes. This policy is effective from February 2017.
- 4.3. We may collect information through your use of our website, including (i) your name and job title; (ii) contact information including email address; (iii) demographic information such as postcode, preferences and interests and/or; (iv) any other information relevant to customer surveys and/or offers.
- 4.4. We require this information to understand your needs and provide you with a better service, and will use it in the following ways in particular; (i) to help improve our products and services; (ii) to send you promotional materials about new products, special offers or other information which we think you may find interesting; (iii) to contact you for market research purposes by email, phone, fax or mail, and; (iv) to customise and personalise the website according to your details and interests.
- 4.5. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, Asylum has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- 4.6. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.
- 4.7. A **Cookie** is a small file which asks permission to be placed on your computer's hard drive, helping to analyse web traffic or letting you know when you visit a particular site. Cookies can allow web applications to respond to you as an individual by tailoring their operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Cookies enable companies to monitor which pages you find useful and which you do not, in order to improve your experience. A Cookie in no way gives a company access to your computer or any information about you, other than the data you choose to share. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.
- 4.8. We use traffic log Cookies ('Cookies' are defined in 4.7) to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
- 4.9. Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy. You should exercise caution and look at the privacy statement applicable to the website in question.
- 4.10. You may choose to restrict the collection or use of your personal information in the following ways; (i) whenever you are asked to fill in a form on the website, look for a box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes; (ii) if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at contact@asylum.design
- 4.11. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please contact us for more information.
- 4.12. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

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