

PRIVACY POLICY

The "I Give You Give" website (**our site**) is provided and managed by O Imaging Corporation Limited (**we, us, our**). We are registered in England and Wales under company number 02859100 and have our registered office at 9 Bank Road, Bristol BS15 8LS.

We are committed to protecting your privacy online. This Privacy Policy explains how we use any personal information that you submit through our site or by contacting us. By using this site, you consent to the use of your personal information in accordance with the terms of this Privacy Policy.

This Privacy Policy was last updated on 1st September 2015. We may change this Privacy Policy from time to time by updating this page and we recommend that you check it from time to time in order to ensure that you are aware of any changes.

For the purpose of this Privacy Policy, an "Artist" means a person who has created a work which he/she has chosen to make available in a digital format for download from our site and such works will be described as "Gifts". Gifts can include, but may not be limited to, music tracks and digital copies of poetry or prose.

1 The information we collect

1.1 We may collect the following information about you:

- 1.1.1 certain transactional details such as the Gift you have downloaded, the amount that you have donated and whether or not the payment has been successful;
- 1.1.2 any information that you choose to post on public areas of our website, including posting comments when you make a donation and the amount of the donation if you choose to make this public; and
- 1.1.3 information that you provide when contacting us, for example to report a problem or complaint, including your name and contact details.

1.2 If you are an Artist, we may also collect the following additional information about you:

- 1.2.1 a username and password when you set up an account on our site;
- 1.2.2 your name (including any stage name) and contact details;
- 1.2.3 any other information you choose to provide during the registration process, including a description of you, your background and your work;
- 1.2.4 any images that you choose to upload;
- 1.2.5 information about any record label or publisher you are signed to; and
- 1.2.6 information about your preferred charity to which donations from your Gifts should be sent.

1.3 If you provide information to us about any person other than yourself, you must ensure that they understand how their information will be used and that you are authorised to disclose it to us, and to consent to its use on their behalf, before doing so.

2 How we will use your information

2.1 We may use the information we collect about you for the following purposes:

- 2.1.1 to facilitate payment of the donation made in respect of a particular Gift to the relevant charity;

- 2.1.2 to facilitate your download of the Gift;
 - 2.1.3 to calculate the total amount donated in respect of Gifts downloaded;
 - 2.1.4 to allow other users and Artists to view the amount of your donation (if you have chosen to make this public) and any comments that you have chosen to post publicly on any Gifts;
 - 2.1.5 to identify visitors to our site;
 - 2.1.6 to deal with any problems or complaints that you raise with us or any other correspondence that you send us;
 - 2.1.7 to administer and conduct our site;
- 2.2 If you are an Artist, we may also use the information we collect about you for the following purposes:
- 2.2.1 to create your account and your individual profile;
 - 2.2.2 to inform users of your identity and your preferred charity;
 - 2.2.3 to inform users about your background and career; and
 - 2.2.4 to facilitate the download of your Gift by users.

3 Disclosing your personal information

- 3.1 Financial transactions through our site (i.e. for donations to charity) are processed by PayPal (Europe) SARL et Cie, SCA (**PayPal**). We do not have access to any of your financial information such as your card details. We may share your personal information with PayPal if this is necessary for transactions to be completed.
- 3.2 We may also disclose your personal information to third parties:
- 3.2.1 where it is necessary to enable our employees, agents, suppliers, service providers or commercial partners to provide a service to us or to perform a function on our behalf;
 - 3.2.2 where we consider disclosure of your personal information to other businesses, financial organisations or law enforcement agencies to be necessary or desirable with a view to the prevention or detection of fraud, or if we are required or permitted to do so by law, or if we consider disclosure necessary to protect and defend the rights, property or personal safety of us or other visitors to our site; and
 - 3.2.3 as part of a sale or purchase of any business or assets, or where we are being acquired by a third party.
- 3.3 You should note that any content that you post on our site, such as posting comments when making a donation, can be seen publicly.

4 Where we store your information

- 4.1 All personal information you provide to us is stored in a secure data centre located within the EU. We will take all reasonable steps to ensure that your data is treated securely and we will use strict procedures and security features to try to prevent unauthorised access.
- 4.2 The transmission of information via the internet is never completely secure. We will do our best to protect your personal data but we cannot guarantee the security of your data transmitted to our site. Any transmission is at your own risk.

4.3 We do not generally transfer information outside the European Economic Area, but if we do, we will make sure that appropriate security measures are in place to protect your personal data.

5 Your rights

5.1 You have the right to request a copy of the personal information that we hold about you. We may charge a small fee of up to £10.00 towards the cost of administering any request you make and we may take steps to verify your identity before responding to your request. Once we have received the fee and verified your identity we will respond as quickly as possible and in any event within 40 days.

6 Cookies

6.1 We use "cookie" technology to provide online visitors with a personalised online experience, to make things easier for website visitors and to learn about how our site is performing.

6.2 In order to achieve this, we may store some information on your computer, usually within your web browser. This information will be in the form of a "cookie" or similar file and it allows our site to recognise your computer during your visit to our site.

6.3 What are cookies?

6.3.1 A cookie is a small text file, usually made up of letters and numbers, that is downloaded to your computer when you access websites. A cookie will normally contain the following information: site name and unique user ID, duration of the cookie's abilities and effects, and a random number. In general, cookies cannot be used to reveal any personal information about you, such as your name, address, age etc.

6.3.2 When you visit a website that uses cookies for the first time, a cookie is downloaded onto your computer. The next time you visit that website, your computer checks to see if it has a cookie that is relevant and sends the information contained in that cookie back to the website. The website then notes that you have been there before, and in some cases, tailors what pops up on screen to take account of that fact. They also might record how long you spend on each page on a site, what links you click, even your preferences for page layouts and colour schemes

6.4 Which cookies do we use and why?

6.4.1 We may use the following types of cookie:

(a) **Strictly necessary cookies.** These are cookies that are required for the operation of our site.

(b) **Analytical/performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors use our site. They help us to improve the way our site works, for example by ensuring that users can find what they are looking for easily.

6.4.2 The individual cookies we use are as follows:

IGYGAdminSession	This is a strictly necessary cookie which we use to store session data to manage donations and gifts. This is stored for the duration of your browser session.
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- 6.5 You can change the settings in your web browser to control how cookies are accepted or stored by your browser and computer and to block cookies if you wish. www.aboutcookies.org is a useful website that gives you information about how different browsers manage cookies. However, if you disable or restrict cookies, then you may find that some areas of our site no longer function correctly for you.