

# Privacy Policy

Iridis Design Ltd (we) are committed to protecting and respecting your privacy.

## SCOPE OF POLICY

This policy forms part of our Terms of Service [iridis@stir.ac.uk](mailto:iridis@stir.ac.uk). Any defined terms shall bear the meaning given to them in the Terms of Services.

By using our Services you are consenting to the practises set out in this policy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (and the General Data Protection Regulation (EU 2016/679), once implemented) as amended from time to time, the data controller is Iridis Design Ltd of University of Stirling, Stirling FK9 4LA.

## INFORMATION WE COLLECT FROM YOU

We will collect and process the following data about you:

- **Information you give us (Submitted information):**
  - Information you provide when you register with our Services: This is information you give us about you by registering to use the Services and filling in forms on the Services, or by corresponding with us (for example, by e-mail). It includes information you provide when you register to use our Services, download the mobile application, and when you report a problem with our Services. If you contact us, we will keep a record of that correspondence. The information you give us may include your name, address, e-mail address and phone number, the Device's phone number, age, username, password, financial and credit card information and other registration information.
  - Information you choose to share: We may also receive information when you upload content to any of the Services such as photographs, measurements of your living space, and communications in the "Question and Answer" section. When uploading any information or content about other people, you must first obtain the necessary permissions from that person before you upload.
- **Information we collect about you and your device.** Each time you use any of our Services we will automatically collect some or all of the following information:
  - Details of your visits to our Website/ use of our mobile applications: This information includes, for example, traffic data, location data, web logs, and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access, and what resources you use on our Website when you visit.
  - Information about your computer or device: This includes, for example, the type of device you use, a unique device identifier (for example, your Device's IMEI number, the MAC address of the Device's wireless network interface, or the mobile phone number used by the Device), mobile network information, your mobile operating system, the type

of mobile browser you use, time zone setting, IP address, browser type and operating system (**Device Information**).

- Information provided through cookies: Our Services use cookies to distinguish you from other registered users and to provide you with a good user experience as you move through our Website. For detailed information on the cookies we use see below.
- Information stored on your Device: This includes contact information, login information, photos, videos or other digital content. (**Content Information**);
- Location information: We also use GPS technology to determine your current location. Some of our location-enabled services require your personal data for the feature to work. If you wish to use the particular feature, you will be asked to consent to your data being used for this purpose. You can withdraw your consent at any time by emailing [iridis@stir.ac.uk](mailto:iridis@stir.ac.uk).

## COOKIES

We use cookies to distinguish you from other users of the Services. A cookie file (a small file of letters and numbers that we store on your computer or other access device) will be placed on your computer or other access device each time you visit our Website. This helps us to provide you with a good experience when you use our Services and also allows us to improve the Services.

We may use:

- a. Temporary 'session' cookies to help you navigate through the Services and to enhance your user experience. These cookies are temporary and disappear when you close your browser.
- b. Permanent 'persistent' cookies (where we provide you with a log-in facility) to help us recognise you as a unique visitor when you log in to our Services, and to personalise your account. If you choose the 'Remember me' option, we use a persistent cookie to save you having to remember your log-in details. You can turn off this option by logging out and unticking the 'stay signed in' box. We use persistent cookies to track where our Services visitors came from, what search engine they used, what link they clicked on, and their location when they accessed our Services; and
- c. Google Analytics cookies to identify unique visitors, define user sessions, and track traffic sources and navigation. Information collected in this way does not personally identify you. You can find out more about these cookies here <https://developers.google.com/analytics/resources/concepts/gaConceptsCookies>.

You may delete cookies. However, if you delete them, you may lose any information that enables you to access the Services more quickly. You can also choose to enable or disable cookies in your web browser.

By default, your browser will accept cookies: this can be altered. For further details please consult the help menu in your browser. Disabling cookies may prevent you from using the full range of Services.

## USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- Ensuring our Services, including your account, is properly maintained and operated;
- Ensuring our Services content is presented to you in an effective manner, and personalising your user experience;
- Providing you with information or services that you request;
- Understanding app usage to help us improve our website and business, and improving search results;
- To allow us to consider your comments, queries and suggestions and respond, if necessary; and
- Complying with legal obligations.

You give us permission to use your information for the above purposes in relation to our Service, and also in relation to any new products and features we may provide to you in the future as part of our Service. We will keep your information for a reasonable period for these purposes.

## **DISCLOSURE OF YOUR INFORMATION**

Our standard practice will be to anonymise the raw data received by you, and to amalgamate this data with other users' data, and to create new data sets where no one individual is identifiable. The data sets may be disclosed to third parties, but this will not identify any one person and will not include any personal information.

We may disclose your personal information to third parties only in exceptional circumstances, being:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.
- If Iridis or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation or request.
- In order to protect the rights, property or safety of our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

All users should be assured that their personal data shall not be disclosed or shared with any third party unless one of the circumstances outlined above presents itself.

## **WHERE WE STORE YOUR PERSONAL DATA**

All information you provide to us is stored on secure servers based in the United Kingdom and is not transferred outside the European Economic Area.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through our Services; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## **PASSWORDS**

Where you have been provided with (or where you have chosen) a password which allows you to access certain parts of the Services, you are responsible for keeping the password safe and confidential. You must not share your password with anyone.

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will inform you before collecting your data if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [iridis@stir.ac.uk](mailto:iridis@stir.ac.uk).

## **LINKING**

Our Services may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates (including, but not limited to, websites on which the App or the Services are advertised). If you follow a link to any of these websites, please note that these websites and any services that may be accessible through them have their own privacy policies and that we do not accept any responsibility or liability for these policies or for any personal data that may be collected through these websites or services, such as contact and location data. Please check these policies before you submit any personal data to these websites or use these services.

## **ACCESS TO INFORMATION**

The Data Protection Act 1998 gives you the right to access information held about you. Your right of access can be exercised in accordance with that Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Iridis aims to keep your personal data up to date and welcomes any updates to your details or corrections to any inaccuracies you choose to provide. You have a right to request copies of the data held about you, and if information held by us is incorrect, you have the right to ask for this to be corrected. Please help us keep our records updated by informing us of any changes to your email address and other contact details. To request a copy of the data held about you or to update information, please contact [iridis@stir.ac.uk](mailto:iridis@stir.ac.uk).

## **CHANGES TO PRIVACY POLICY**

Any changes we may make to our privacy policy in the future will be posted on this page, and the latest version of the policy will be the one displayed on our Website at any given time. It is your responsibility to check the policy displayed on our Website and mobile applications each time you use our Service

## **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [iridis@stir.ac.uk](mailto:iridis@stir.ac.uk).