

Woodward Associates Ltd

Privacy Policy Notice

This policy explains what information we collect when you use sites, services, mobile applications, products, and content ("Services") provided by Woodward Associates Ltd. It also has information about how we store, use, transfer, and delete that information. Our aim is not just to comply with privacy law. It is to earn your trust.

Information We Collect & How We Use It

The tracking we do at Woodward is to make our product work as well as possible. So, to give you the best possible experience in using ClearView, we collect information from your interactions with our network. Some of this information, you actively tell us (such as your email address, which we use to track your account or communicate with you). Other information, we collect based on actions you take while using ClearView, such as what pages you view (including how much of a given page and for how long) and your use of product features. This information includes records of those interactions, your Internet Protocol address, information about your device (such as device or browser type), and referral information (how you got to a particular page).

We use this information to:

- provide, test, improve, promote and personalise the Services
- fight spam and other forms of abuse
- generate aggregate, non-identifying information about how people use the Services

When you create your account with our services, and authenticate with a third-party service (like Twitter, Facebook, Apple or Google) we may collect, store, and periodically update information associated with that third-party account, such as your lists of friends or followers. We will never publish something through one of your third-party accounts.

Information Disclosure

Woodward will never transfer information about you to third parties except as defined in the following paragraph. We will never sell information about you to a third-party.

We may transfer your account information with third parties in some circumstances, including: (1) at your request; (2) when we have a good faith belief it is required by law, such as pursuant to legal process.

If we are going to share your information in response to legal process, we will give you notice so you can challenge it (for example by seeking court intervention), unless we're prohibited by law or believe doing so may endanger others or cause illegal conduct. We will object to legal requests for information about users of our services that we believe are improper.

Public Data

Search engines may index your user profile page, public interactions (such as claps or highlights), and post pages, such that people may find these pages when searching against your name on services like Google, DuckDuckGo, or Bing. Users may also share links to your content on social media platforms such as Facebook or Twitter.

Data Storage

Woodward uses third-party vendors and hosting partners, such as Microsoft Azure, for hardware, software, networking, storage, and related technology we need to run our Services. We maintain two types of logs: server logs and event logs. By using the Services, you authorise Woodward to transfer, store, and use your information in the United Kingdom.

Third-Party Embeds

Some of the content that you may see displayed on Woodward is not hosted by Woodward. These “embeds” are hosted by a third-party and embedded in a Woodward page, so that it appears to be part of that page. Examples might include: YouTube or Vimeo videos, Imgur or Giphy gifs, SoundCloud audio files. These files send data to the hosted site just as if you were visiting that site directly (for example, when you load a Woodward training page with a YouTube video embedded in it, that video appears because of a pointer to files hosted by YouTube, and in turn YouTube receives data about your activity, such as your IP address and how much of the video you watch).

Woodward doesn't control what data third parties collect in cases like this, or what they ultimately do with it. So, third-party embeds on Woodward are not covered by this Privacy Policy. They are covered by the privacy policy of the third-party service (so, when you watch a YouTube video embedded in a training page, the use of data about your interactions with the video would be covered by YouTube's privacy policy).

Tracking & Cookies

We use browser cookies and similar technologies to recognise you when you return to our Services. We use them in various ways, for example to log you in, remember your preferences (such as default language), evaluate email effectiveness, and personalise content and other services. Without cookies some functionality might not work, so they are necessary to the basic functionality of our Services.

Woodward does not track you across the Internet. We track only your interactions within the Woodward network (which encompasses our Services and custom domains hosted by Woodward).

Modifying or Deleting Your Personal Information

If you have a Woodward account, you can access and modify your personal information on your account page.

On request we will delete your account and any personal information we hold in line with the Data Protection Act 2018, or in the event that the account and information is no longer required – such as in the event of the service being discontinued.

Data Security

We use encryption (HTTPS/TLS) to protect data transmitted to and from our site. However, no data transmission over the Internet is 100% secure, so we can't guarantee security. You use

the Service at your own risk, and you're responsible for taking reasonable measures to secure your account.

Business Transfers

If we are involved in a merger, acquisition, bankruptcy, reorganisation or sale of assets such that your information would be transferred or become subject to a different privacy policy, we will notify you in advance so you can opt out of any such new policy by deleting your account before transfer.

Email from Woodward

Sometimes we will send you emails about your account, service changes or new policies. You cannot opt out of this type of "transactional" email (unless you delete your account). You can opt out of non-administrative emails through your account's Settings page.

When you interact with an email sent from Woodward (such as opening an email or clicking on a particular link in an email), we may receive information about that interaction. We will not email you to ask for your password or other account information. If you receive such an email, please forward it to us at info@woodwardassoc.co.uk so that we can investigate.

Changes to this Policy

Woodward may periodically update this Policy. We will notify you about significant changes to it. The most current version of the policy will always be here, and we will archive former versions of the policy.

Questions

We welcome feedback about this policy at info@woodwardassoc.co.uk

Data Protection Statement for European Union Users

Description of Processing Activity

Woodward collects and stores personal information about its users to customise their reading experience and enable personalised distribution of content. It shares minimal data with its service providers.

Purposes of Processing

- Provide, test, promote, and improve the Services
- Gather usage statistics of services
- Provide access to paid content
- Fight spam, fraud, and other abuse of services

Legal Bases

In order to provide the Services, Woodward collects and stores personal data about its users to fulfil its contractual obligations to users as described in our Terms of Service.

Public Nature of Personal Data

Search engines may index your user profile page. Users may also share links to your content on social media platforms such as Facebook or Twitter.

Categories of Personal Data Collected

- Username

- Display name
- Email address (non-public)
- IP address
- Browser information

Potential Consequences of Processing

By creating and using an account on our Services, users may make certain personal data about themselves public and accessible to others on their profile and through network interactions. This may in some cases constitute special category protected data which is considered manifestly made public by the user.

Retention

Woodward retains personal data associated with your account for the lifetime of your account. If you would like to delete your personal information, you can delete your account at any time. It may take several additional days for your personal data to be de-indexed from search engines, depending on those search engines' practices, over which Woodward may have limited or no control.

Rights of Data Subjects

1. You may correct information associated with your account from the Settings page.
2. You may withdraw consent by requesting the deletion of your account by contacting info@woodwardassoc.co.uk. We will erase your personal information completely within 14 days (except to the extent Woodward is prevented by law from deleting your information).
3. You may object at any time to the use of your personal data by contacting info@woodwardassoc.co.uk
4. Under EU law you have the right to lodge a complaint regarding the processing of your personal data by Woodward with the dedicated Supervisory Authority of your EU member state.

Subject Access Requests

For security and account ownership verification reasons, we process Subject Access Requests and account deletion requests from the account holder only. We are unable to process requests made by third-party services.

Contact Information

If you have any questions about this Privacy Policy, you can contact us at info@woodwardassoc.co.uk

Or, alternatively at:

Woodward Associates Ltd.
Sir Henry Darville House
8-10 William St
Windsor SL4 5DT
United Kingdom