



## Privacy & Cookie Policy

Buynex Limited are committed to protecting and respecting your privacy.

This policy (together with our terms of use Terms of Use and any other documents referred to on it) 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. By visiting [www.buynex.co.uk](http://www.buynex.co.uk) you are accepting and consenting to the practices described in this policy.

[For the purpose of the UK GDPR and the Data Protection Act 2018 (the "Act"), the data controller is

**Buynex Limited**

4th Floor, 5b The Parklands

Lostock, Bolton

England, BL6 4SD

Email: [privacy@buynex.co.uk](mailto:privacy@buynex.co.uk).]

[Our nominated representative for the purpose of the Act is Andrew McNair.]

### INFORMATION WE COLLECT FROM YOU

We will collect and process the following data about you:

Information you give us. This is information about you that you give us by filling in forms on our site [www.buynex.co.uk](http://www.buynex.co.uk) ("our site") or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, submit tenders or requests for tenders and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number.

Information we collect about you. With regard to each of your visits to our site we may automatically collect the following information:

technical information, including [the Internet protocol (IP) address used to connect your computer to the Internet,] [your login information,] [browser type and version,] [time zone setting,] [browser plug-in types and versions,] [operating system and platform,] [OTHER];

information about your visit, including [the full Uniform Resource Locators (URL),] [clickstream to, through and from our site (including date and time),] [products you viewed or searched for] [page response times,] [download errors,] [length of visits to certain pages,] [page interaction information (such as scrolling, clicks, and mouse-overs,] [methods used to browse away from the page,] [OTHER] and any phone number used to call our customer service number.

Information collected from third parties. This is information that may have been given to us by our client who has authorised you to access our services on their behalf.

[DESCRIBE ANY OTHER TYPES OF INFORMATION COLLECTED].

#### INFORMATION CONTAINED IN TENDERS OR REQUESTS FOR TENDERS

We shall not be considered the data controller for any information contained in a Request for Tender or a Tender. The data controller of such information shall be our client on whose behalf the Request for Tender or Tender has been submitted and we shall be the data processor of any such information for the purposes of the Act.

#### COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.

Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Please note that third parties (including, for example, providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

Except for essential cookies, all cookies will expire after

- Essential/session cookies** → expire when you close the browser.
- Google Analytics (\_ga)** → 2 years.
- Google Analytics (\_gid)** → 24 hours.
- Cookie consent cookie** → 12 months.

## USES MADE OF THE INFORMATION

We use information held about you in the following ways:

Information you give to us. We will use this information:

to carry out our obligations arising from the Service User Agreement under which you are authorised to use our services and to provide you with the information and services that you request from us;

to provide you with information about other services we may offer from time to time;

to notify you about changes to our service;

to ensure that content from our site is presented in the most effective manner for you and for your computer.

Information we collect about you. We will use this information:

to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;

to improve our site to ensure that content is presented in the most effective manner for you and for your computer;

to allow you to participate in interactive features of our service;

as part of our efforts to keep our site safe and secure.

Information we receive from other sources. We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

#### DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share your personal information with:

Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

Selected third parties including:

other users of our services where necessary for the provision of the service we are providing to you (for example to suppliers wishing to submit a tender in response to your request for tender, or to customers who have made a request to tender to which you wish to submit a tender;

analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will disclose your personal information to third parties:

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 Buynex Limited 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 obligation, or in order to enforce or apply our terms of use Terms of Use or and Service User Agreement you are party to, or are an authorised user of a party to any such Service User Agreement or any other agreement; or to protect the rights, property, or safety of Buynex Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

#### WHERE WE STORE YOUR PERSONAL DATA

[The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. This includes staff engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy and cookie policy.]

[All information you provide to us is stored on our secure servers.] Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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 to our site; 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.

## YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually 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 [privacy@buynex.co.uk](mailto:privacy@buynex.co.uk) or 4th Floor, 5b The Parklands, Lostock, Bolton, England, BL6 4SD.

[Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.]

## ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the 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.

Please note that this will not include any information that we hold about you that is included in any Request for Tender or Tender and you should contact the person who has authorised you to use our services for copies of any such information.

## CHANGES TO OUR PRIVACY AND COOKIE POLICY

Any changes we make to our privacy and cookie policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy and cookie policy.

## CONTACT

Questions, comments and requests regarding this privacy and cookie policy are welcomed and should be addressed to [privacy@buynex.co.uk](mailto:privacy@buynex.co.uk) or 4th Floor, 5b The Parklands, Lostock, Bolton, England, BL6 4SD.