This version is valid from 1 Jan 2013

Privacy Statement

1. Introduction

Ubiquity protects your personal information, and this privacy policy explains our use of any personal information you send us whether by input to a Ubiquity website, data service, email, written documents or any other means.

If you use the Ubiquity website it is assumed that you have read and accepted Ubiquity terms of use (see separate document) which incorporates this privacy policy. If you do not agree, then you should not use Ubiquity.

Ubiquity may change this privacy policy from time-to-time so you should periodically check this page, or register to receive notification of changes by email.

You have a right to know the answers to the data privacy questions posed in this policy, and it explains the following:

- what data is collected?
- how Ubiquity might use the personal information we collect; - how Ubiquity keeps your personal information safe and confidential;
- under what circumstances Ubiquity might use your personal information to contact you;
- how the Ubiquity website uses cookies.

If you are under 16 then you require your parent/guardian's permission before your register with Ubiquity and provide any personal details.

1.1. External Links

Ubiquity contains links to external websites which are owned and controlled by third parties. These third-party websites are outside Ubiquity control and will have their own privacy policies which you should review. You use third-party websites at your own risk and Ubiquity accepts no responsibility for them.

2. What Data Is Collected?

Ubiquity policy is to collect a minimum number of personal details (data which might identify a data subject by their company email for example) when you are registered. Ubiquity collects only your first name, last name, initials and email address.

Some pages in Ubiquity will remember what settings you use, and then recreate them the next time you visit.

Ubiquity uses Google Analytics to track how you enter the website, what pages you visit, and how long you stay. This information does not contain any personal details, but it may contain your device type, browser version, and your approximate location derived for your IP address.

3. What Personal Data Does Ubiquity Use?

Ubiquity will use your name and initials to identify your activity on the website. This identification is visible only to other members of your Ubiquity licence.

Ubiquity never shares your personal details or associated data with any third party.

Ubiquity will use anonymous Google Analytics data to monitor Ubiquity traffic and performance. You cannot be identified from this data, and it is never revealed to any third party.

4. How Does Ubiquity Store Data?

Ubiquity keeps the information collected in secured data servers, and the transmission of personal details is protected by encryption. Both the data servers and backups are kept in a physically secure location.

Access to personal details is limited within the Ubiquity websites to you and to selected administrators who work for Ubiquity. Personal details will never be made publically available.

You are responsible for maintaining the accuracy of your personal details on the Ubiquity websites.

If you elect to end your Ubiquity registration, then your email, personal details and settings will be deleted from the Ubiquity data; although this information may persist in older data backups. Once you end your Ubiquity registration, your personal details will never again be accessible in Ubiquity (even by an administrator).

Ubiquity shall disclose your personal details if required to do so by law, but in this scenario Ubiquity will always check that a legitimate request for information has been made.

5. When would Ubiquity Contact You?

If you post offensive, objectionable or inappropriate content on Ubiquity or you attempt to disrupt Ubiquity or another legitimate activity; then Ubiquity may use your personal details to contact you to stop such behaviour.

If Ubiquity reasonably believes that you are or may be in breach of applicable laws, then Ubiquity may use your personal details to identify you to the proper authorities, and send them the offending content if legally required to do so.

6. How Ubiquity Uses Cookies

Ubiquity uses cookies (small pieces of text stored for an extended time on your device) in two ways:

- To identify you if you are logged on, so you do not have to repeat your logon for every page you view.
- To identify your device (but not your personal details) for the purposes of tracking your activity and the performance of the Ubiquity website using Google Analytics.

Ubiquity does not use cookies to keep you preferences, settings or personal details; this data is kept in the Ubiquity database, and is only stored for registered users.

The cookie Ubiquity uses to identify you if you are logged on is essential and strictly necessary to the provision of the secure website that you use if you are a registered user. By registering you accept the use of this cookie, and you will not be able to logon if you disable cookies in your browser.

Google Analytics uses cookies to monitor usage, but it sets and updates cookies only to collect the limited anonymous data required for its reports.

Additionally, Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics for Ubiquity only send data to the Ubiquity servers. This makes Google Analytics cookies private to the Ubiquity servers, and the data cannot be altered or retrieved by any non-Ubiquity website or service.

If you disable cookies in your browser, then the Google Analytics cookies will not be stored on your computer (or other device).

Ubiquity does not pass the information collected through the use of cookies to a third party.