



**THE H2 COMPANY**

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## **PRIVACY POLICY**

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### **Introduction**

The H2 Company respects each individual's right to personal privacy. We will collect information during the course of daily account management and via the H2 web site. Such information will only be used in the ways disclosed in this statement.

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### **Part I. Information Collection**

The H2 Company collects information at several points. We collect the following information about primary visitors: name, position, company, address & contact details. In the course of collecting the above information we may also collect information which our users divulge about other people, such as referral individuals / organisations. Wherever possible we verify the accuracy of this information. All information collected - voluntarily or involuntarily - is necessary for the daily running of the business. All other information requested is optional. We do not employ cookies.

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### **Part II. Information Usage**

Information collected by The H2 Company is used for promotional reasons and to conduct day-to-day business. Users who provide information may receive email announcements, advertisements or newsletters.

The information we collect will be used to create customer profiles based on live client history.

We will not share data with any third parties: We offer links to other Web sites in order to showcase web, design and marketing work H2 has been directly involved with. If our policy on information collection, or uses, changes, this policy will be updated.

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### **Part III. Access to Information**

The H2 Company maintains the accuracy of its information by regular in house audit. Users are invited to contact us about inaccuracies they may find in written material so that digital files can be updated. Users may delete their information from our database by written request.

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### **Part IV. Problem Resolution**

If problems arise, users may contact The H2 Company by telephone, e-mail, fax or via the web site.

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### **Part V. Data Storage and Security**

The H2 Company protects user information with the following security measures: all user files are contained on a restricted access server hosted within an SSL secure firewalled environment.

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