

HEAD OFFICE:

Sigmer Technologies
The Sussex Innovation Centre
University of Sussex
Falmer, Brighton
East Sussex, BN1 9SB



1st July 2006

PRIVACY POLICY

Privacy Statement

1. <http://www.scribe.uk.com> is committed to protecting your privacy and maintaining the security of any personal information received from you. We strictly adhere to the requirements of the data protection legislation in the UK. The purpose of this statement is to explain to you what personal information we collect and how we may use it.
2. When you register or request a service on <http://www.scribe.uk.com> we ask you for your contact details which may include your; Full Name, Company name (if applicable), Home address, Company Address (if applicable), Telephone numbers, and email address. Further information may be requested but you do have the option to withhold personal information that is not required for the specific process.
3. We use your personal information to help us provide our service to you in a more accurate and relevant manner. We will only contact you with your consent.
4. We do not sell, rent or exchange your personal information with any third party for commercial reasons.
5. We follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access in accordance with the UK data protection legislation.
6. We do not collect sensitive information about you except when you specifically knowingly provide it. In order to maintain the accuracy of our database, you can check, update or remove your personal details by emailing support@sigmer.com.

When you enter this site your computer will automatically be issued with a cookie. Cookies are sent from our server to your computer and stored as text files that identify your computer to our server. Cookies in themselves do not identify the individual user, just the computer used. Many sites do this whenever a user visits their site in order to track traffic flows or for other reasons.

Cookies themselves can help to identify those areas of the site that have been visited by the computer in question, and for how long. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is issued, or not to receive cookies at any time. The last of these, means that certain personalized services cannot then be provided to that user.

Use of Cookies on our site.

A cookie is a text-only chunk of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are.

A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.

Cookies that are used on this website:

- Session Cookies, which are temporary cookies that remain in the cookie file of your browser until you leave the site.
- One cookie is used it is called PHPSESSID

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E enquiries@sigmer.com
W www.sigmer.com

LONDON OFFICE: THE BOW HOUSE, MILL LANE, LITTLE HALLINGBURY, BISHOPS STORTFORD, HERTFORDSHIRE, CM22 7QT
REGISTERED ADDRESS: THE SUSSEX INNOVATION CENTRE, UNIVERSITY OF SUSSEX, FALMER, BRIGHTON, EAST SUSSEX, BN1 9SB COMPANY NUMBER 3935416 VAT 750 675 128

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How we use Cookies on our Site and what Information we collect.**Session Cookies**

- To allow you to carry information across pages of our site and avoid having to re-enter information.
- Within registration to allow you to access stored information.
- To log you into the site.

Persistent Cookies

- To help us recognise you as a unique visitor (just a number) when you return to our website and to allow us to tailor content to match your preferred interests or to avoid showing you the same options repeatedly.

Disabling/Enabling Cookies

If you're using Netscape 6.0:

On your Task Bar, click:

1. Edit, then
2. Preferences
3. Click on Advanced
4. Click on Cookies

If you're using Internet Explorer 6.0:

1. Choose Tools, then
2. Internet Options
3. Click the Privacy Tab
4. Click on Custom Level
5. Click on the 'Advanced' button
6. Check the 'override automatic cookie handing' box and select Accept, Block or Prompt for action as appropriate.

If you're using Internet Explorer 5.0 or 5.5:

1. Choose Tools, then
2. Internet Options
3. Click the Security tab
4. Click on Custom Level
5. Scroll down to the sixth option to see how cookies are handled by IE5 and change to Accept, Disable, or Prompt for action as appropriate.

If you're using Internet Explorer 4.0:

1. Choose View, then
2. Internet Options

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3. Click the Advanced tab

4. Scroll down to the yellow exclamation icon under Security and choose one of the three options to regulate your use of cookies.

In Internet Explorer 3.0:

You can View, Options, Advanced, then click on the button that says Warn before Accepting Cookies.

If you're using Netscape Communicator 4.0:

On your Task Bar, click:

1. Edit, then
2. Preferences
3. Click on Advanced
4. Set your options in the box that says Cookies.

Persistent cookies can be removed by following Internet browser help file directions. You can set your browser to notify you to either accept or deny the cookie according to the following information:

in IE6, see Microsoft's Internet Explorer Web Privacy page.

in Netscape 6, see Netscape 6 - Safety with More Control.

in Opera 5 or 6, see Opera Preferences: Privacy.

The following web sites may help:

Microsoft IE

<http://www.microsoft.com/windows/i.e./default.asp>

Netscape <http://wp.netscape.com/browsers/6/safety.html>

Opera <http://www.opera.com/support/tutorials/security/>

How to see your cookie code Just click on a cookie to open it. You'll see a short string of text and numbers. The numbers are your identification card, which can only be seen by the server that gave you the cookie. **If you would like to know more about information that we collect about you in 'cookies' on this website please send a request via email to support@sigmer.com**

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