

# Goldladder Privacy Policy

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## Privacy Policy

Last updated: 20-03-2018

Goldladder Ltd ("us", "we", or "our") operates <http://www.goldladder.co.uk> (the "Site"), produces and receives data (emails, reports etc) in conjunction with clients, and has access to client platforms (analytics, CMS etc). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site, and the clients we work with.

We use your Personal Information only for providing and improving the Site, and to facilitate tasks in line with the work agreed with the client. By using the Site and communicating/ working with Goldladder, you agree to the collection and use of information in accordance with this policy.

### **Information Collection And Use**

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name ("Personal Information").

### **Log Data**

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyze this ...

### **Communications and files**

We may use your personal Information to contact you with newsletters, marketing or promotional materials and other information that ...

## **Documents, Reports and Client Data**

We produce the following information for clients in the course of our work:

1. Email communication
2. Online files such as documents, spreadsheets and slides
3. HTML or other code

We also receive the above information from clients. At all times, such data is held securely via a protected drive system (see 'Google Drive' section below), where access is controlled via company approved login credentials only. Staff not connected with Goldladder or the client will not have access to files unless it is expressly agreed with the client.

## **Access to client websites, analytics and ad platforms.**

Where Goldladder is granted access to the above we request and are happy to sign a non disclosure agreement that the client must provide before access is granted.

## **Cookies**

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

## **Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## **Changes To This Privacy Policy**

This Privacy Policy is effective as of 20-03-2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## Contact Us

For further information regarding data security and privacy policies, please contact Goldladder on [info@goldladder.co.uk](mailto:info@goldladder.co.uk), +44 (0)1392275554

### Additional information: How Google Drive Does Security

- Before your data leaves your device, it is encrypted using the TLS standard. This is the same standard used to encrypt your browser connections to secure (HTTPS) websites. It is then uploaded to Google.
- After your data reaches Google, it gets unencrypted then re-encrypted using 128-bit AES. While not the 256-bit algorithm that most other services use, this is still perfectly fine. This is done on-the-fly before the data is actually stored, which prevents the possible leakage of unencrypted data on their hard drives.
- The AES encryption keys that were used to encrypt your data are then, themselves, encrypted with a rotating set of master keys. This adds another layer of security by requiring a second set of encryption keys to get to your data.
- This process is simply reversed when one of your devices retrieves your data from Google.
- Other Security Highlights
- Two-factor authentication is supported.
- Metadata is also encrypted while stored
- Not only your data, but all the information about your data is encrypted as well.