

# Gender Pay Gap Disclosure

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## Privacy Policy

This document contains the privacy practices for the Site. Circle Express Ltd takes its obligations to guard your privacy seriously. The purpose of this privacy policy is to inform you about the information that is collected about you, how Circle Express Ltd may use and disclose the information that is collected, and how information can be corrected or changed.

### **1. Information collected and use of information**

#### **I. Personal Information.**

From time to time, we may ask you to provide to us certain information, by which you may be identified, such as your name, title, addresses, telephone number, e-mail address and similar information. This information will be referred to in this document as "Personal Information". You may decline to provide this Personal Information, but may thereby be unable to participate in certain activities or opportunities offered on the Site.

##### **i. Collection of Personal Information and its use.**

From time to time, we may collect information from you - personal as well as non-personal - for internal use within the Circle Express Ltd group of companies. Any information collected may be shared among companies that are part of the Circle Express Ltd group of companies. Exceptionally, we may want to share your names and addresses with third party companies for marketing, research and other commercial use, but we will never do so without explicitly asking your consent. We may collect personal information directly from you through our Site when : 1) you sign up to receive newsletters and other information ; 2) you enter contests and participate on various activities featured on the Site. We also collect other information, such as tracking what pages you go to on the Site. This information is then used internally to tailor our products and services to suit your personal interests. We will not use Personal Information we collect from you for purposes other than those for which the information was collected, without asking for appropriate permission prior to such use.

### **2. Cookies and other technologies**

The Site uses "cookies". A cookie is a small amount of data that is sent to your browser from a web server and stored on your computer's hard drive. Generally, we use cookies to allow us to track your visits to our Site. The settings on most browsers allow you to control whether your computer will accept cookies from this Site or any other website. For more information, please refer to <http://www.allaboutcookies.org>.

In addition, when you access the Site, we will log the IP address of your internet service provider in our web server logs. We may also collect related information such as browser type, operating system and pages visited in order to help us manage the Site.

### **3. Links to other sites**

The Site may provide links to other web sites. Please be aware that once you leave the Site and enter another web site, you may be subject to different privacy practices and policies over which Circle Express Ltd have no control and for which we are not responsible. Please use prudence in utilizing such links and in disclosing any personal information on those sites.

### **4. Changes to privacy policy**

Circle Express Ltd may change this privacy policy at its discretion provided that any such change is posted on this Site. If due to such changes you decide that you want to delete your Personal Information from our database of Personal Information of users of the Site, please notify us as set forth in Paragraph 2 above.

### **5. Questions about this privacy policy**

If you have any questions about this privacy policy, please contact Circle Express Ltd., Kennet House, 4 Langley Quay, Waterside Drive, Langley, SL3 6EY  
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