

by ThriveMap Ltd

Privacy Policy

ThriveMap Ltd is committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to in them) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting getthrivemap.com, you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is ThriveMap Ltd of 44 College Gardens, London, SW177UG.

Information we may collect from you

We may collect and process the following data about you:

- **Information you give us.** You may give us information about you by filling in forms on our website getthrivemap.com (**our site**) or by corresponding with us by phone, email or otherwise. This includes information you provide when you register to use our site, subscribe to our service, post material, request further services, participate in discussion boards or other social media functions on our site, complete any of our online forms or surveys, and/or when you report a problem with our site. The information you give us may include your name, address, email address and phone number, photographs, work environment preferences, respondent email addresses and company details. If you contact us, we may keep a record of that correspondence.
- **Information we collect about you.** With regard to each of your visits to our site, we may automatically collect the following information:
 - technical information, including the internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating

system and platform. This is statistical data about our users' browsing actions and patterns and does not identify any individual; and

- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time), businesses you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs) and methods used to browse away from the page and any phone number used to call our customer service number.
- **Information we receive from other sources.** We may receive information about you from third parties if you use any websites or social media platforms operated by third parties (for example, LinkedIn, Twitter, Instagram, etc.) and you have chosen to link your profile on our site with your profile on those other websites or social media platforms. Any such data may be combined with data collected on our site. We may also work closely with other third parties (including, for example, business partners, subcontractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

Cookies

Our site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse our site and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them, please see our [Cookie Policy](#).

Uses made of the information

We use information held about you in the following ways:

- Information you give to us. We will use this information:
 - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and/or services that you request from us;
 - to provide you with information about other products and/or services we offer that are similar to those that you have already made use of or enquired about;
 - to provide you, or permit selected third parties to provide you, with information about products and/or services we feel may be of interest to you and we or they will contact you by electronic means (email or SMS) only if you have consented to this. If you do not want us to use your data in this way, or to pass your details onto third parties for marketing purposes, update your preferences using the options provided or contact us directly;
 - to notify you about changes to our service; and
 - to ensure that content from our site is presented in the most effective manner for you and for your computer.
- Information you give to us, **specifically lists of respondent email addresses**. We will use this information:
 - to send survey requests to respondents on behalf of the client company, and any subsequent communications to those respondents that form part of the questionnaire function of our site.
 - For the avoidance of doubt, we will not share these email addresses with other third parties except under certain circumstances described below under 'Disclosure of your information', and never without the client company's prior consent.
- Information you give us, **specifically answers to our work environment preferences questionnaire data**. We will use this information:
 - to provide to a client company, and any individuals authorised by the client company, with a report on the respondent's work environment preferences; explicitly limited to the client company sending, and disclosed in, the survey

request to the respondent, and no other client company without the respondent's prior agreement.

- to be viewed by us to provide support to a client company user or respondent as required.
- in aggregated statistics, with no identifiable individual data, to provide all client company users with insights about work environment questionnaire responses.
- Information we collect about you. We will use this information:
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site and to ensure that content is presented in the most effective manner for you and for your computer;
 - to allow you to participate in interactive features of our service, when you choose to do so;
 - as part of our efforts to keep our site safe and secure;
 - to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you; and
 - to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.
- Information we receive from other sources. We may combine information we receive from other sources with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of your information

We may share your personal information with any member of our group from time to time, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006 (as amended from time to time).

We may share your personal information with selected third parties, including:

- business partners, suppliers and subcontractors for the performance of any contract we enter into with them or you;
- advertisers and advertising networks that require the data to select and serve relevant adverts to you and others; and

- analytics and search engine providers that assist us in the improvement and optimisation of our site.

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- if ThriveMap Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its clients will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use our Employer Terms and Conditions or any other agreements; or to protect the rights, property or safety of ThriveMap Ltd, our clients or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (**EEA**). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site and any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by ticking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at hello@getthrivemap.com.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Changes to this privacy policy

Any changes we may make to this privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to this privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hello@getthrivemap.com.