

# Sava Limited

Welcome to the sava.co.uk website. This document outlines three things: Company Information, our Terms and Conditions for the website, and the Privacy Policy for the website.

## 1. Company Information

Sava Limited is a limited company registered in England & Wales under registration number 01753762.

The parent company of Sava Limited is NES UK Holdings Limited, which is a limited company registered in England & Wales under registration number 09909958.

The registered address of both companies is 4 Mill Square, Featherstone Road, Wolverton Mill, Milton Keynes, MK12 5ZD.

You can contact us at [hello@sava.co.uk](mailto:hello@sava.co.uk)

## 2. Terms and Conditions

By using this website you agree to be bound by the terms set out below. If you disagree with any part of these terms, do not use our website.

This website is run by Sava to promote its business. The information presented is intended as a general guide only. Sava may change these terms at any time by posting changes online.

While we take all reasonable steps to ensure the accuracy of the information accessed via this website we cannot guarantee or give any warranty as to the accuracy, timeliness or completeness of any information or material appearing on it. Sava and its directors, employees or associates will not accept any liability caused by any inaccuracy.

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### 3. Privacy Policy

#### Website Owner

This website is owned by Sava Limited, whose principal place of business is at: 4 Mill Square, Featherstone Road, Wolverton Mill, Milton Keynes, MK12 5ZD.

#### Your Privacy

At Sava, we are committed to maintaining the trust and confidence of our visitors to our web site. In particular, we want you to know that Sava is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

#### Collection and Use of Personal Information

Personal information means any information that may be used to identify you, such as, your name, title, phone number, shoe size, email address, or mailing address. In general, you can browse our web site without giving us any personal information. We use several products to analyse traffic to this web site in order to understand our visitors' needs and to continually improve our site for them. We collect only anonymous, aggregate statistics. For example, we do not tie a specific visit to a specific IP address. However, there are additional activities on our site that require you to be registered. For example, to access to our online software or assessment centre. If you want to request more information about our products and services there are also "contact us" forms where we ask you for your basic contact information. We will use this information to get in contact with you, and to keep you up to date in the future with relevant information. You may contact us and ask us to remove this information at any time.

#### Use of Cookies

A cookie is a small text file containing information that a web site transfers to your computer's hard disk for record-keeping purposes and allows us to analyse our site traffic patterns. A cookie cannot give us access to your computer or to information beyond what you provide us. Most web browsers automatically accept cookies; consult your browser's manual or online help if you want information on restricting or disabling the browser's handling of cookies.

When you first log on to the Sava website, you are asked to "agree" to our cookie policy. At this stage there is also a link to more details on our cookie policy.

#### Links to Other Web Sites

Our web site contains links to information on other web sites. On web sites we do not control, we cannot be responsible for the protection and privacy of any information that you provide while visiting those sites. Those sites are not governed by this Privacy Policy, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

### Access to Your Personal Information

You are entitled to access the personal information that we hold on you. Email your request to [hello@sava.co.uk](mailto:hello@sava.co.uk). An administrative fee may be payable.

### Updating Your Personal Information and Unsubscribing

Sava may send you emails from time to time about the services we offer. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing [hello@sava.co.uk](mailto:hello@sava.co.uk)

### Your Consent

By using our web site, you consent to the collection and use of the information you provide to us as outlined in this Privacy Policy. We may change this Privacy Policy from time to time and without notice, so make sure you check back occasionally. If we change our Privacy Policy, we will publish those changes on this page. If you have any questions or concerns about our collection, use or disclosure of your personal information, please drop us a line at [hello@sava.co.uk](mailto:hello@sava.co.uk)

Thank you for reading all the way to the end.

Sava Limited

25 January 2018