



Privacy Policy

Realise Post Limited trading as Realise Studio ("We") are committed to protecting and respecting your privacy.

This statement, together with our terms and conditions at <http://www.realisestudio.com> and any other documents referred to herein, explains how any personal data we collect from you or you provide to us when using our web site will be processed by us. Please read the following carefully in order to understand our practices regarding the treatment of your personal data.

For the purpose of the Data Protection Act 1998 (the "**Act**"), the data controller is Realise Post Limited of 12-13 Poland Street, London W1F 8QB.

We are committed to ensuring that your privacy is fully protected. Should we ask you to provide certain information by which you can be identified when using our site, then you can be assured that it will only be used in accordance with this privacy statement.

What we may collect:

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site. This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise, and the resources that you access.
- Details of those clips and/or other content based on our site that you have viewed and/or saved.

What we do with the information we gather

We require this information in order to understand your needs and provide you with a better service, and in particular:

- for internal record keeping.
- to improve our products and services.

- to contact you for market research purposes from time to time, by email, phone, fax or mail.
- to customise our site according to your interests.

We may also use your personal data to contact you to notify you about important functionality changes to our site, new services and special offers we think you may find valuable. If you would rather not receive this information please unsubscribe from our site.

We may also from time-to-time monitor the traffic patterns and site usage to help us develop the future design and layout of our site.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure of your information, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we collect online.

IP addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration [and to report aggregate information to our advertisers]. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Cookies

A cookie is a small file which asks for permission to be placed on your computer's hard drive. Once you have agreed, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our site in order to tailor it to customer needs. We only use this information for statistical analysis purposes, and then the data is removed from the system. A cookie does not in any way give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of our site. If you register with us or if you continue to use our site, you agree to our use of cookies

Links to other websites

Our site may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over any third-party websites. Therefore, we cannot be held responsible for the protection and privacy of any information which you provide whilst visiting such sites, and any such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@realisestudio.com.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties, which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to us at 12-13 Poland Street, London W1F 8QB. If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible at the above address or e-mail us at info@realisestudio.com. We will promptly correct any information found to be incorrect.

Disclosure of your information

We may disclose your personal information to any member of our group, which means our subsidiaries and related companies, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

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 Realise Post Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets;
- 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 and other agreements; or
- to protect the rights, property, or safety of Realise Post Limited, our customers, or any other third party. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Updating

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 13 January 2012.

Contact

Any questions and comments regarding this privacy policy are welcomed and should be addressed to Norra Abdul Rahim by e-mailing info@realisestudio.com.

Consent

By using our site, you consent to the collection and use of this information by us. If you do not consent, please stop using our site immediately.