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## OUR PRIVACY POLICY

This compilation presented herein is a representation of what **Inked Hub Writers™** (“we” or “us”) adheres to as our protection and privacy policy. All information collected by us is for our use and to better the services offered by us to our readers and clients alike. Our commitment is in ensuring that your privacy is protected. Frequent changes may occur to the policy as we endeavour to update our pages and website generally. Since this may happen from time to time, you should check this page to ensure that you are contented with the changes we make. This policy is effective as from 6/7/2015.

In our move to keep our services on the edge, we may collect the following information about you:

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- **Full name and Occupation details**
  - **Contact information including email address, phone details etc.**
  - **Demographic information such as your role**
  - **Other information you provide to us when filling out the forms on our website**

It is important for us to have this information so that we may better understand your needs and provide you with a better service, and more particularly so that:

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- **We may use these information to improve our products and services**
  - **Periodically, we may send out email campaigns to update you on our recent blog posts, events or other information that our team may find of help or could be of**



**interest to you. This is through the email address that you provide to us.**

- **Occasionally, we could use your information to contact you regarding new business purposes unless you specifically request that we don't. We may contact you by email, phone, fax or mail.**

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You can exercise your right for us not to do these things by contacting us at [info@inkedhubwriters.com](mailto:info@inkedhubwriters.com)

At times, we could collect technical information including without limitation, the Internet Protocol address used to connect your device to the internet and page interaction information.

We may share your information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries.

We may disclose your information to third parties 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 at [www.inkedhubwriters.com](http://www.inkedhubwriters.com).

We are committed in ensuring that your information remains secure with us. But as we are taking all steps reasonably necessary to ensure that your data is securely treated in accordance with the privacy policy, the transmission of information via the internet is not completely secure. Though we labour to do our best to protect your personal data, we may not guarantee security of your data transmitted to our site; any transmission is at your own risk. In order to prevent unauthorised access or disclosure, we have set in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you online.



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.

You can reach us and share your questions, comments and requests regarding this privacy policy. Our contact address is [info@inkedhubwriters.com](mailto:info@inkedhubwriters.com)

## **Cookies Policy**

Our website uses cookies to distinguish you from other users of our website. This allows us to provide you with a better experience once you visit our site again. Cookies are small text files that are placed on your computer (or internet enabled device) by websites that you visit.

### **Why do we use cookies?**

We use them to collect info about the use of the website and to create a distinction between our different users. This is to allow us to improve your experience when you browse the website. Cookies allow web applications to respond to you as an individual. The web application can thereby tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

### **What cookies do we use?**

Our website makes use of two cookies:

- 1. Strictly necessary cookies** – these are cookies that are required for the operation of our website
- 2. Analytical/performance cookies** – they allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it.



By using our website, you consent to the relevant cookies being set on your device. You can choose to refuse the use of cookies by activating the setting on your browser that allows you to deny the setting of cookies. You should note however that by deleting or blocking cookies, the website may not function correctly and you may not be able to access certain areas.

The website may also link through to third party websites which may use cookies which we have no control over. We therefore recommend that you check the relevant third party privacy policies for information about any cookies that they may use.