

Edinburgh House Publishing Ltd

trading as Young Company Finance, and as Spinouts UK

PRIVACY POLICY

This policy sets out how Edinburgh House Publishing Ltd uses and protects the personal and other information that you provide to us.

1. What we collect

We collect information from the following categories of clients and customers:

1.1 Spinouts UK

- readers – readers are sent our Quarterly Journals, a free publication describing new spinouts and start-ups from universities across the UK, recent exits (trade sales and IPOs), and recent investments in spinout companies. To enable us to send out this publication, we keep details of name, company/organisation, and email address. The majority of names on our list are those of people who have specifically asked to be sent the Quarterly Journals, or with whom we have exchanged business cards. We use Mailchimp for sending out Quarterly Journals, which gives readers the option to unsubscribe every time we contact them; their Privacy Policy can be seen here - <https://mailchimp.com/legal/privacy/>.
- subscribers – are included on the Quarterly Journal distribution list, but also have password-enabled access to our online database of over 1,600 spinout and start-up companies, and copies of the Annual Reports. In addition to name, organisation/company, and email address, we also hold mailing address details to send out hard copies of the Journals and Reports.
- researchers – pay to receive a copy of the complete Spinouts UK database in Excel format. We hold the same information as for readers.
- project partners – support Spinouts UK with an annual fee, and benefit from all the services described above, as well as having their own branding and advertorial material included in our publications. We hold the same information as for subscribers.

By definition, subscribers, researchers, and project partners have opted-in to receive services from Edinburgh House Publishing Ltd, under the trading name Spinouts UK. These clients pay fees by either using the Stripe credit card facility on our FreeAgent accounting system (whose GDPR Privacy Policy can be seen here - www.freeagent.com/company/gdpr/), or pay by BACS transfer; in neither case do we hold details of bank accounts or other financial information.

1.2 Young Company Finance (YCF)

The activities of YCF in Scotland are licensed to LINC Scotland, the national business angel association, and its wholly owned subsidiary LINC Scotland Ventures Ltd. All records held by YCF are covered by LINC Scotland's GDPR Privacy Policy, which can be seen here - <http://lincscot.co.uk/linc-scotland-privacy-policy/>.

2. Use of your data

We use the information we hold about you:

- to enable us to supply you with the goods, services and information which you have requested;
- to analyse the information we collect so that we can administer, support and improve and develop our business and services we offer; and
- to contact you in order to send you details of our goods, services, or other information which may be of interest to you.

3. Disclosure of your data

The information you provide to us will be treated as confidential. However, we may disclose your data to other third parties who act for us for the purposes set out in this Privacy Policy or for purposes approved by you.

In addition, if our business enters into a joint venture with or is sold to or merged with another business entity, your data may be disclosed to our new business partners or owners.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

You may request details of personal information which we hold about you under the Data Protection Act 1998, by writing to Edinburgh House Publishing Ltd, 8 Oxford Terrace, Edinburgh EH4 1PX

4. Security

We have taken all reasonable steps to ensure that your information is held securely, and we will delete the information we hold about you within five years after we cease providing services to you.

If you have any queries in relation to this Privacy Policy, please contact Jonathan Harris at editor@ycf.co.uk

Prepared 23 May 2018