

## 'Terms & Conditions/Disclaimer

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Company Registration Number: 06773278

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### **Information policies**

Octree Limited follow policies regarding the use of the website for the dissemination and publication of information about the Company. The following underlying values and principles guide the policy.

#### **Values - as a company, we respect:**

1. The rights of others, especially rights of privacy and confidentiality.
2. Intellectual property.
3. All members of the community of users, and respect for diversity and the rights of all users to be able to access the website.
4. The laws and regulations governing the publication and dissemination of financial information.

#### **The principles derived from these values are:**

1. The corporate website will be the primary means of communication used to keep followers of the Company informed about its activities and performance.
2. We will use our best efforts to ensure that news releases from Octree Limited are made in a timely manner.
3. We will use our best efforts to ensure that information is updated in an accurate and timely manner.
4. We will use our best efforts to ensure that the privacy of users or information disclosed by users is not compromised in any way. You should read our privacy statement.
5. We will use best endeavours to acknowledge emailed enquiries within 2 days. If you do not receive an email reply within this period please return to the site and re-submit your enquiry, as the email address you gave may be incorrect. Please note we do not have the resources to resolve queries from unsolicited email where these are not directly related to the information and services provided by Octree Limited.
6. We will use the website as a library of archived material about the Company and its historic news releases, presentations and reports and we will clearly label that as archived material. From time to time, usually on a calendar year basis, we will move material into the archive.

The information policies outlined above will be reviewed regularly. If you have an enquiry related to these policies please email [enquiries@gdpr-clinic.co.uk](mailto:enquiries@gdpr-clinic.co.uk)