

# PRIVACY POLICY (ML DOCTORS WEBSITE)

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**Prepared by:**

Name: Belinda Bishop

Title: IT Director

**Accepted by:**

Name: Muhammad Rashid Zia

Title: CEO

**Change/Review Notes:**

Date of Issue/Review	Issue:	Revision No:	Details of Revision
	1	0	First version
March 2021	2	0	General review and revision of content, new MLD template,
April 2022	2	1	Replaced Dan Raddings with Belinda Bishop

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## PRIVACY NOTICE (ML DOCTORS WEBSITE)

### Overview

ML Doctors is committed to protecting the privacy of individuals who visit the Company's Website, and individuals who register to use the Company's Services. This Privacy Statement describes ML Doctors' privacy practices in relation to the use of the Company's Websites and the related applications, services, and programs offered by ML Doctors (collectively, the "Services"), as well as individuals' choices regarding use, access, and correction of personal information.

If you have questions or complaints regarding ML Doctors' Privacy Statement or associated practices, please contact us here. If you have an unresolved privacy or data use concern that we have not addressed satisfactorily, please contact us.

### 1. Services covered

This Privacy Statement covers the information practices, including how the Company collects, uses, shares, and secures the personal information you provide, of Websites that link to this Privacy Statement (collectively referred to as "ML Doctors' Website" or "the Company's Website").

ML Doctors' Website may contain links to other Websites. The information practices or the content of such other Websites is governed by the privacy statements of such other Websites. The Company encourages you to review the privacy statements of other Websites to understand their information practices.

### 2. Information collected

When expressing an interest in obtaining additional information about the Services, or registering to use the Website or other Services, ML Doctors requires you to provide the Company with personal contact information, such as name, company name, address, phone number, and email address ("Required Contact Information"). When Visitors apply for a job with the Company, ML Doctors may also require you to submit additional personal information as well as a resume or curriculum vitae ("Applicant Information"). We also may store as part of our service details on your customers including special categories of data. We retain this information in line with our retention policy which is available on request.

Required Contact Information, Applicant Information, and any other information you submit to ML Doctors to or through the Services are referred to collectively as "Data."

As you navigate the Company's Websites, ML Doctors may also collect information through the use of commonly used information-gathering tools, such as cookies and Web beacons ("Web Site Navigational Information"). Web Site Navigational Information includes standard information from your Web browser (such as browser type and browser language), your Internet Protocol ("IP") address, and the actions you take on the Company's Website (such as the Web pages viewed, and the links clicked).



### 3. Use of information collected

The Company uses Data about ML Doctors Customers to perform the services requested. For example, if you fill out a “Contact Me” Web form, the Company will use the information provided to contact you about your interest in the Services.

The Company may also use Data about ML Doctors Customers and Attendees for marketing purposes. For example, the Company may use the information you provide to contact you to further discuss your interest in the Services and to send you information regarding the Company, its affiliates, and its partners, such as information about promotions or events.

ML Doctors may also receive information about Customers from other sources, including third parties, and combine this information with Data we already have about you. This helps us to update, expand and analyse our records, identify new customers, and create more tailored information to provide services that may be of interest to you.

ML Doctors uses Web Site Navigational Information to operate and improve the Company’s Websites. The Company may also use Web Site Navigational Information alone or in combination with Data about ML Doctors Customers to provide personalised information about the Company.

### 4. Web Site Navigational Information

#### *Cookies, Web Beacons and IP Addresses*

ML Doctors uses commonly used information-gathering tools, such as cookies and Web beacons, to collect information as you navigate the Company’s Website (“Web Site Navigational Information”). As described more fully below, we and our partners use these cookies or similar technologies to analyse trends, administer Websites and Services, track users’ movements around our Websites and Services, serve targeted advertisements and gather demographic information about our user base. This section describes the types of Web Site Navigational Information used on the Company’s Website and Services, and how this information may be used.

#### *Cookies*

ML Doctors uses cookies to make interactions with the Company’s Website easy and meaningful. When you visit the Company’s Website, ML Doctors’ servers send a cookie to your computer or device. Stand-alone, cookies do not personally identify you; they merely recognise your Web browser. Unless you choose to identify yourself to ML Doctors, either by responding to a promotional offer, or filling out a Web form (such as a “Contact Me” form) or have previously identified yourself to ML Doctors, you remain anonymous to the Company.

ML Doctors uses cookies that are session-based and persistent-based. Session cookies exist only during one session. They disappear from your computer or device when you close your browser software or turn off your computer. Persistent cookies remain on your computer or device after you close your browser or turn off your computer. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our Website or Services.

The following sets out how ML Doctors uses different categories of cookies and your options for managing cookies' settings:

Type of Cookies	Description	Managing Settings
Required cookies	Required cookies enable you to navigate the Company's Website and use its features, such as accessing secure areas of the Website and using ML Doctors Services.	Because required cookies are essential to operating the Company's Website and the Services, there is no option to opt out of these cookies.
Functionality cookies	Functionality cookies allow the Company's Website and Services to remember information you have entered or choices you make (such as your username, language, or your region) and provide enhanced, more personal features. These cookies also enable you to optimise your use of ML Doctors' Website and Services after logging in. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise.	The ML Doctors Website does not use this type of cookie.

#### *Log Files, IP Addresses, URLs and Other Data*

As is true of most Websites, we gather certain information automatically to analyse trends in the aggregate and administer our Website and Services. This information may include your Internet Protocol (IP) address (or the proxy server you use to access the World Wide Web), device and application identification numbers, your location, your browser type, your Internet service provider and/or mobile carrier, the pages and files you viewed, your searches, your operating system and system configuration information, and date/time stamps associated with your usage. Due to Internet communications standards, when you visit or use the Company's Web site and Services, we automatically receive the URL of the website from which you came and the website to which you go when you leave our Website. This information is used to analyse overall trends, to help us improve our Website and Services, to track and aggregate non-personal information, and to provide the Website and Services. For example, ML Doctors uses IP addresses to monitor the regions from which Customers and Visitors navigate the Company's Websites. ML Doctors also collects IP addresses from Customers when they log into the Services as part of the Company's "Identity Confirmation" and "IP Range Restrictions" security features.

#### *Do Not Track*

Currently, various browsers — including Internet Explorer, Firefox, and Safari — offer a "do not track" or "DNT" option that relies on a technology known as a DNT header, which sends a signal to Websites' visited by the user about the user's browser DNT preference setting. ML Doctors does not

currently commit to responding to browsers' DNT signals with respect to the Company's Websites, in part, because no common industry standard for DNT has been adopted by industry groups, technology companies or regulators, including no consistent standard of interpreting user intent. ML Doctors takes privacy and meaningful choice seriously and will make efforts to continue to monitor developments around DNT browser technology and the implementation of a standard.

## **5. Public forums/chats, refer a contact, and customer testimonials.**

ML Doctors may provide chat rooms/Live chat on the Company's Websites. Any personal information you choose to submit in a chat may be read, collected, and may be used for marketing purposes. ML Doctors is not responsible for the personal information you choose to submit in these chats.

ML Doctors posts a list of Customers and testimonials on the Company's Websites that contain information such as Customer names and titles. ML Doctors obtains the consent of each Customer prior to posting any information on such a list or posting testimonials.

## **6. Sharing of information collected**

### *Service Providers*

ML Doctors may share Data about ML Doctors Visitors, Customers with the Company's contracted service providers so that these service providers can provide services on our behalf. These service providers are authorised to use your personal information only as necessary to provide the requested services to us. Without limiting the foregoing, ML Doctors may also share Data about ML Doctors Visitors, Customers with the Company's service providers to ensure the quality of information provided, ML Doctors does not share, sell, rent, or trade any information with third parties for their promotional purposes.

### *ML Doctors Affiliates & Experts*

The Company may share Data about ML Doctors Customers with other companies in order to work with them, including affiliates of the ML Doctors corporate group. For example, the Company may need to share Data about ML Doctors Customers with other companies within the ML Doctors corporate family for customer support, marketing, technical operations and account management purposes. ML Doctors uses medical experts to carry out many of our services, we share information relevant to your case to these experts who take appropriate technical and organisation measures to protect your information.

### *Third Parties*

Section 4 of this Privacy Statement, Web Site Navigational Information, specifically addresses the information we or third parties collect through cookies and web beacons, and how you can control cookies through your Web browsers. We may also disclose your personal information to any third party with your prior consent.

### *Compelled Disclosure*

ML Doctors reserves the right to use or disclose information provided if required by law or if the Company reasonably believes that use or disclosure is necessary to protect the Company's rights and/or to comply with a judicial proceeding, court order, or legal process.



### *Correcting and updating your information*

ML Doctors may retain your information for a period of time consistent with the original purpose of collection. For instance, we may retain your information during the time in which you have an account to use our Website or Services and for a reasonable period of time afterwards. We also may retain your information during the period of time needed for ML Doctors to pursue our legitimate business interests, conduct audits, comply with our legal obligations, resolve disputes and enforce our agreements.

You may request to review, correct, delete or otherwise modify any of the personal information that you have previously provided to us through the Company's Website and Services. For requests to access, correct, modify or delete Your Data, please review the "Contacting Us" section below. Requests to access, change, or delete your information will be addressed within a reasonable timeframe.

### **7. Customer Data**

ML Doctors' Customers may electronically submit data or information to the Services for hosting and processing purposes ("Customer Data"). ML Doctors will not review, share, distribute, or reference any such Customer Data except when required by law. ML Doctors only access Customer Data only for the purpose of providing the Services or preventing or addressing service or technical problems or as may be required by law.

### **8. Security**

ML Doctors uses appropriate technical and organisational security measures to protect Data about ML Doctors Customers.

This Privacy Policy is subject to changes and updates as and when required. These updates and changes will be posted on the ML Doctors website where appropriate.

**Belinda Bishop**

**Managing Director  
ML Doctors Ltd**



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