

## **Privacy policy**

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

### **What information do we collect?**

We may collect, store and use the following kinds of personal data:

- information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services.
- information that you provide to us for the purpose of registering with us.
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- any other information that you choose to send to us.

### **Using your personal data**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- administer the website
- improve your browsing experience by personalising the website
- enable your use of the services available on the website
- send to you goods purchased via the website, and supply to you services purchased via the website
- send statements and invoices to you, and collect payments from you
- send you general (non-marketing) commercial communications
- send you email notifications which you have specifically requested
- send to you marketing communications which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology. You can inform us at any time if you no longer require marketing communications to be sent by emailing us.
- deal with enquiries and complaints made by or about you relating to the website.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

### **Other disclosures**

In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:

- to the extent that we are required to do so by law
- in connection with any legal proceedings or prospective legal proceedings
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)
- to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

Except as provided in this privacy policy, we will not provide your information to third parties.

### **Security of your personal data**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

However, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

### **Policy amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

### **Your rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee which will vary from time to time at our complete discretion.

You may instruct us not to process your personal data for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.

### **Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

### **Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

### **Contact**

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email or by post.