

Customer privacy policy

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

1. What information do we collect?

- a. We may collect, store and use the following kinds of personal data:
 - i. Information relating to any transactions carried out between you and us including information relating to any purchases you make of our goods or services.
 - ii. Any other information that you choose to send to us;

2. Using your personal data

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

3. We may use your personal information to:

- a. Send to you goods purchased and supply to you services purchased.
- b. Send statements and invoices to you, and collect payments from you;
- c. Send you email notifications which you have specifically requested;
- d. Deal with enquiries and complaints made by you relating to the company
- e. **We will NEVER provide your personal information to any third parties for the purpose of direct marketing.**

4. Other disclosures

- a. In addition to the disclosures reasonably necessary for the purposes identified elsewhere in this privacy policy, we may disclose information about you:
- b. To the extent that we are required to do so by law;
- c. In connection with any legal proceedings or prospective legal proceedings;
- d. 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); and
- e. To the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

5. Security of your personal data

- a. We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
- b. We will store all the personal information you provide on our secure servers. All electronic transactions you make to or receive from us will be encrypted using SSL technology.

6. Policy amendments

- a. 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.
- b. We may also notify you of changes to our privacy policy by email.

7. Your rights

- a. 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 (currently fixed at £10.00).

8. Updating information

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