

PRIVACY POLICY

Data collection and use:

We collect person data that you volunteer while using our website for conducting a commercial relationship with us. To keep our information accurate, we may also collect information about you from other sources such as public records or bodies. We may use your data for research, development and customer administration. We do not collect or use personal data for any other purpose, nor do we share it with third parties. If we wish to use your personal data for a new purpose we will ask your permission first. You can access our web site and browse most of the site without disclosing personal information.

Updating your data:

If any of the information that you have provided to us changes, for example your email address, name or payment details then please let us know the correct details by email or writing to us at the address shown.

Use of cookies :

A cookie is a small text file that is downloaded onto your computer when you visit certain websites and allows a website to recognise a user's computer. Cookies are used to help users navigate websites more efficiently and to perform certain functions, as well as to provide information to the owners of the website. Your web browser may allow you to delete and block all cookies from this website but please be aware that restricting or deleting cookies may impact on its functionality. The HELP function in your browser should tell you how to do this. Alternatively, you can visit www.allaboutcookies.org which provides general information on management of cookies.

How we protect your information:

The internet is not a secure medium. However we have implemented security policies, rules and technical measures to protect the personal data that we have under our control from:

- **Unauthorised access**
- **Improper use or disclosure**
- **Unauthorised modification**
- **Unlawful destruction or accidental loss.**

All our employers and data processors that have access to and are associated with the processing of personal data are obliged to respect the confidentiality of your personal data

Computer viruses:

Whilst we try to keep our anti virus software up to date, we cannot accept responsibility for damage arising from computer viruses or similar effects.

Links to other websites:

This site may contain links to third party websites. We are not responsible for the privacy policies, content or accuracy of such sites.

Privacy compliance:

Our privacy policy is compliant with the Data Protection Act and we are registered with the Information Commissioner. We are committed to a procedure of self assessment to ensure we continue to comply with law and best practice. We reserve the right to make future amendments to our Privacy Policy in order to do so and any such changes will be posted to this website.