

## Terms and Conditions

We are committed to ensuring that your privacy is protected and understand the need for appropriate protection of all personal information provided by you to us. This Privacy Policy has been created in order that you understand the importance that we attach to this issue and our commitment to ensure that we comply with UK legislation in this area.

By entering and using our Website, you consent to the collection, use and retention of your personal information for our legitimate business purposes as explained and set out in this Privacy Policy.

We collect, use and retain information about you only if we reasonably believe it is justified, required and useful in order to conduct our business effectively and to provide you with information about products and services we believe will be of interest to you.

We maintain appropriate security standards and procedures in relation to the collection, use and retention of your information in order to prevent unauthorized access or disclosure.

Should you contact us, our security procedures mean that we may request proof of identity before we are able to disclose any information to you.

We do not disclose your personal information to any third party without your consent except when necessary in relation to any supply of products and/or services by us to you or in order to protect against fraud or any other crime (usually by providing such information to a reputable information reporting organization) or in the unlikely event that we sell our business then to the purchaser of that business. We may in addition from time to time share non-personal, non-individual information in aggregate form with third parties for business purposes, for example with advertisers on our Website or we may tell our business partners the number of customers in certain demographic groups who purchased certain goods or services. This does not involve the disclosure of any personal information which can identify any particular customer in any way.

Your information is disclosed to our employees, agents and representatives on "a need to know" basis and we confirm that all such persons understand the importance of client confidentiality and privacy.

Our Website may employ the use of "Cookies". These are small pieces of information that are stored by your browser on your computer's hard drive and which track and report back information about you to us. Most browsers automatically accept Cookies, but you can usually change your browser to prevent that if you wish.

We do our best to ensure that all information held relating to you is kept up-to-date, accurate and complete.

In this regard, we also rely on you to notify us if your information requires updating or deleting. We will respond to requests from you to so update or delete your information in an efficient and timely manner.

Our Website may contain various links to other Sites that are operated and/or owned by third parties. We do not have control over such third party Sites and cannot accept responsibility should you decide to enter them.

If you have any questions or comments about our Privacy Policy, please contact us and we will endeavour to respond as soon as possible.