

# **Privacy Policy**

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

## (1) What information do we collect?

We may collect, store and use the following personal information:

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 services;

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this privacy policy.

## (2) Using your personal information

Personal information submitted to us via 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:

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.

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

All our website financial transactions are handled through our payment services provider, [?]. You can review the [?] privacy policy at [?]. We will share information with [?] only to the extent necessary for the purposes of processing payments you make via our website, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

#### (3) Disclosures

We may disclose your personal information to any of our employees, officers, or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy. In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any on-going or prospective legal proceedings;
- (c) 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);
- (d) to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

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

(4) Security of your personal information

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

We will store all the personal information you provide on our secure (password- and firewall-protected) servers.

All electronic transactions entered into via the website will be protected by encryption technology.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(5) 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.

(6) Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- (a) the payment of a fee (currently fixed at GBP £10); and
- (b) the supply of appropriate evidence of your identity.

We may withhold such personal information to the extent permitted by law.

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

# (7) Third party websites

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

## (8) Updating information

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

## (9) Contact

If you have any questions about this privacy policy or our treatment of your personal information, please contact us by email at admin@northandbeyond.co.uk

### (10) Data controller

The data controller responsible in respect of the information collected on this website is North and Beyond.

Our data protection registration number is [TBA].