



# Privacy Policy

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11th June, 2014



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## 1. What information do we collect?

We collect information from you when you use our site, request a quote, subscribe to our newsletter, respond to a survey or fill out a form. When ordering or registering to our site, as appropriate, you may be asked to enter your name, email address, phone, and address. You may however, visit anonymously.

## 2. What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

- To personalise your experience (your information helps us to better respond to your individual needs).
- To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you).
- To improve the customer service (your information helps us to more effectively respond to your customer service requests and support needs).
- To process transactions (Your information, whether public or private, will not be sold, exchanged transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested).
- To administer a contest, promotion, survey, or other site feature.
- To send periodic emails, (The email address you provide for order processing may be used to send you information and updates pertaining to your order or service, in addition to receiving occasional company news, updates, related product or service information, etc).

Note: If at any time you would like to unsubscribe from receiving future emails, you can do so by clicking on the unsubscribe link in the email.

## 3. How do we protect you information?

We implement a variety of security measures to maintain that safety of your personal information when you place an order, enter, submit, or access your personal information.

## 4. Do we use cookies?

Yes (Cookies are small files that a site or its service provide transfers to your computer's hard drive through your web browser (if you allow) that enables the sites or service providers systems to recognise your browser and capture and remember certain information. We use cookies to understand and save you preferences for future visits.

### 5. Do we disclose any information to outside parties?

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or other rights, property or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### 6. Third party links

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### 7. Your Consent

By using our site, you consent to our websites privacy policy.

### 8. Changes to our Privacy Policy

If we decide to change our privacy policy, we will post those changes on this page, and/or update the Privacy Policy modification date below.

*This policy was last modified on 11<sup>th</sup> of June 2014*