

## **Privacy Policy**

The HandE Group of Associated Companies takes the protection of your personal data very seriously. The following Privacy Policy (Policy) provides you with information about what personal data we collect, how we process and use it and how you can limit or prevent the use of such information. We will not sell, licence or otherwise disclose any of your personal information, including your email address to any third party without your consent. All information you provide to us is stored in the UK only on secure servers that are protected in secure facilities including firewall protection.

This Policy forms part of and is incorporated into our Terms. If, after reading this Policy and Terms you do not agree with them or any part of them, you should not provide us with any information and exit from this Website immediately. Your continued use of this Website will be construed as your acceptance of our Terms and this Policy. We reserve the right to change the terms of this Policy from time to time therefore we urge you to check the Policy terms as a matter of course every time you enter this Website.

This Website may contain links to other sites. Please note that whilst we endeavour to only work with reputable companies and services we are not responsible for the privacy practices of other sites. This Policy applies solely to this Website and information collected by us through the Website. We strongly recommend that you read the privacy statements of every other website that you visit as we are not responsible for any third party policy on data and personal information protection .

Any personal data you provide to us will only be used and recorded in accordance with UK data protection legislation which is currently the Data Protection Act 1988 (“Act”). We are considered the “Data Controller” under this Act and you have the right to ask us not to process your personal data for marketing purposes.

### **Collection of Data**

Generally you can access our web services without disclosing personal data to us. It is always your choice whether or not to provide us with your personal data.

If you would like to register, purchase or sell products via our Website, or subscribe to any services we may offer from time to time, the disclosure of personal data is necessary. This data includes your name, your address, your e-mail address and other personal data which is requested by us.

We may collect, but will not store, your credit or debit card details. However it is your responsibility to keep your account details and password confidential and restrict access to your computer. You must notify us immediately of any breach of security or unauthorized use of your account.

We will not be liable for your losses caused by any unauthorized use of your account and you may be liable for our losses or the losses of others due to such unauthorized use.

Particular data like IP addresses, browser types and access times are automatically transferred by your computer and saved on our server. On an anonymous basis we use these to evaluate which part of the Website is favoured, access levels and similar details.

Like most websites we use 'cookies' in order to make the Website as convenient as possible. Cookies are small text files which enable the recognition of the user so that you do not have to reregister each time you visit our pages. Some cookies are automatically deleted from your hard drive when you leave the Website; other cookies can remain on your computer so that we can recognise you during your next visit.

### **Use of your Data**

We may use the information you provide to communicate with you, but only if you have 'opted in' to receive our newsletter. You will not receive any other information from us as a result of supplying us with personal data **unless you specifically 'opt in' to do so.**

We may use your personal data to provide a more personalised and user-friendly visit to the Website as follows: to make future communications more relevant to you, to help us track user traffic patterns, to communicate with you on the Website about goods and services, to update our records and maintain your account with us. We may also use this information to improve the Website or to prevent or detect fraud or abuses.

We may access, copy, preserve, or delete any personal data where we are required to do so by any applicable laws, statutes, regulations, standards or codes of conduct or competent authority or to protect our rights or those of our customers.

### **Transmission of Data**

Security is a high priority for us. We take appropriate precautions to protect personal data from loss, misuse, unauthorised access or disclosure, alteration or destruction.

You will be offered the opportunity to consent to receive information from specially vetted companies who we feel may be able to supply you with products that may be of a complimentary nature to those offered by us. In these circumstances, any information you provide will be subject to the privacy policies of these companies.

We may also share non-personal, non-individual information in aggregate form with our marketing partners for research purposes. In other words, we will not tell our

marketing partners that you visited a certain page at the site, but we may tell them how many visitors visited that page.

If you would like to purchase or sell a product or services we will transmit your personal data to the respective contractual partner (buyer or seller) for the purpose of processing the contract.

We reserve the right to transmit your personal data to companies in the HandE Group of Associated Companies and those companies connected to us which are acting as our agents, for example in handling our e-marketing. These companies are either subject to this privacy policy or subscribe to a privacy policy which is at least as effective.

Payment details are supplied direct to the secure servers of our Payment Service Provider (PSP)

If you have any questions concerning privacy statement matters please do not hesitate to contact us. Our details are found in our Terms and Conditions. You can also use this e-mail address to enquire about, modify or delete your personal data collected by us. You can also change the data we hold about you by logging into your account and modifying the entries in your user profile.

**We do our utmost to reasonably protect your personal information, however you must be aware that the internet is open to those who are determined to hack into, intercept or otherwise steal personal information and total security of information cannot be guaranteed. In providing us with personal information you are doing so at your own risk and we accept no liability for any unintentional disclosure of the same.**