

Privacy Policy

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

Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website; We will use the persistent cookies to: enable our website to recognise you when you visit;

“Session cookies” will be deleted from your computer when you close your browser. “Persistent cookies” will remain stored on your computer until deleted, or until they reach a specified expiry date.

We may use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Their privacy policy is available at Google’s Privacy Policy.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just “third party cookies” For example, in Internet Explorer you can refuse all cookies by clicking “Tools”, “Internet Options”, “Privacy”, and selecting “Block all cookies” using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.

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:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) send you email notifications which you have specifically requested;
- (e) as part of our effort to keep you informed via mail, email, phone or fax about special offers, and other products and services we offer;
- (f) for record keeping purposes;
- (g) to improve the quality of our service;

(h) for market research;

(i) to measure and improve activity on the Website; and

(j) to understand your preferences so that we can improve the products or services we offer.

Disclosures

We may disclose information about you to any of our employees, officers, agents insofar as reasonably necessary for the purposes as 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 legal proceedings 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);

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

Your Rights

You may instruct us to provide you with any personal information we hold about you.

Provision of such information may be subject to:

(a) a small fee which is a charge towards the cost of administering any excessive requests you make. And

(b) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

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 by e-mail at any time.

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.

Changes to this Privacy Policy

We aim to meet high standards and our policies and procedures are, therefore, constantly under review. From time to time we may change our security and privacy policies. Accordingly, we recommend that you check this page periodically, to keep up to date.

This Privacy Policy was last updated on 1st March 2018. This Privacy Policy is effective as of 1st March 2018.