

## Introduction

We respect your right to privacy and our Privacy Policy is designed to inform you of the methods and purposes for which we gather and use your data. By using this website, you signify your express acceptance of this Privacy Statement. We reserve the right to modify this Privacy Statement at any time. Each time you use this website you shall be bound by the then current Privacy Statement and accordingly you should review the Privacy Statement each time you use this website.

## Information Collected

Each time you visit the website, two general levels of information about your visit may be retained by us: (a) non-personal information and (b) personal information.

### **(a) Non-personal Information**

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all browsers who visit the website. We use this information gathered from visitors on our websites in an aggregate form to get a better understanding of our visitors and to improve the design of our website. The website uses “cookie” technology. A cookie is a little piece of text stored by your browser on your computer, at the request of our server. We may also use temporary “session” cookies which enable a visitor’s web browser to remember which pages on this website have already been visited. This information may be used to help us to improve, administer and diagnose problems with our server and website. You are always free to decline our cookies, if your browser permits, or to ask your browser to indicate when a cookie is being sent. You can also delete cookie files from your computer at your discretion.

### **(b) Personal Information**

Personal information is information which is personal or particular to a specific visitor who chooses to provide that information. This category would typically include information provided by you including your name, postal and email address and contact phone number.

## Holding your data

We keep your personal and non-personal data for the following purposes:

- i. For the performance of any request by or contract with you and any reasonably incidental purposes;
- ii. verification purposes and statistical analysis
- iii. marketing and administration purposes

We will process your personal information to administer your engagement with us, determine your eligibility for certain services, provide services to you, and enable you to take advantage of other benefits. Your information may also be used to verify your identity, to protect against fraud and to send you updates.

If you do not wish to receive communications from us, please contact us.

## **Transfer of Data**

We will disclose your personal information if we are legally required to do so or if it is reasonably necessary to protect and defend our rights or property. We employ other third parties to perform functions on our behalf, examples include delivering packages, sending postal mail and email, removing repetitive information from customer lists, analysing data, providing marketing assistance, and providing customer service. These companies have access to personal information needed to perform their functions, but may not use it for other purposes.

We do not sell or distribute without your permission your personal information to third parties for purposes of allowing them to market products and services to you.

## **Security**

We take our security responsibilities seriously, employing the most appropriate physical and technical measures. We review our security policy regularly. Unfortunately no data transmission over the Internet can be guaranteed to be completely secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us and you do so at your own risk. Once we receive your transmission, we use our reasonable commercial efforts to ensure its security on our systems.