WE ARE COMMITTED TO RESPECTING YOUR PRIVACY AND PROTECTING YOUR PERSONAL INFORMATION.

Our Privacy Policy is written to help you to understand better how we use your personal information. In it, we explain the types of personal information we collect, how we collect it, what we may use it for and who we may share it with.

Under the new Data Protection Laws, we are a data controller. This means that we determine the purposes and means of processing personal data. If you have further questions please get in touch with us via our contact page.

Without prejudice to your rights under applicable laws, the above and the Privacy Policy are not contractual and do not form part of your contract with us.

WHY DO WE COLLECT YOUR INFORMATION?

This information is collected for the purposes of business engagement and is held for the sole purpose of assisting you with any enquiry or business that you may have with us.

YOUR PRIVACY

You can visit our website without telling us who you are or revealing any information about yourself. However, if you do give us any personal information about yourself or others, we promise to treat it securely, fairly and lawfully. We are committed to protecting your privacy. When we ask you for personal information online, it will only be in response to you actively applying for or using one of our online products or services.
We may use personal information you provide for the purpose of providing more relevant content to you.

INFORMATION WE MAY COLLECT THROUGH THE WEBSITE

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

* Identity Data includes first name, last name.

* email address,

* contact telephone number

* contact address

* Technical Data includes [internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website].

* Usage Data includes information about how you use our website, products and services.

* and any other information which you send to us via contact forms and other form submissions.

WEBSITE ANALYTICS

We use multiple web analytics tools provided by service partners such as Google Analytics, AdvAna and Convert.com to collect information about how you interact with our website or mobile applications, including what pages you visit, what site you visited prior to visiting our website, how much time you spend on each page, what operating system and web browser you use, and network and IP information. We use the information provided by these tools to improve our Services.

These tools place persistent cookies in your browser to identify you as a unique user the next time you visit our website. Each cookie cannot be used by anyone other than the service provider (eg: Facebook and Google for Google Analytics). The information collected from the cookie may be transmitted to and stored by these service partners on servers in a country other than the country in which you reside. Though information collected does not include personal data such as name, address, billing information, etc., the information collected is used and shared by these service providers in accordance with their individual privacy policies.

SHARING INFORMATION
We do not share any of your information with third parties except where expressed consent has been given.

STORING INFORMATION
We will retain your information for as long as the business relationship continues. If you leave the company we have a business relationship with, we will update our records accordingly and delete your information, as there is no longer a requirement to retain it.

YOUR RIGHTS AS A DATA SUBJECT
As a data subject you are entitled, free of charge to request:

* Access to your personal data

* Erasure of your personal data

* Restriction of processing

* Rectification of personal data

* Objection to processing

* Data portability– move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability

* Withdraw consent for use of data at any time, if relevant

Please note, a reasonable fee may be applied for "repetitive requests", "manifestly unfounded or excessive requests" or "Further Copies If you wish to exercise any of these rights, please inform us via email using the contact details on the website.

WHAT ARE COOKIES?

For almost any modern website to work properly, it needs to collect certain basic information on its users. To do this, a site will create files known as cookies – which are small text files – on its users' computers. These cookies are designed to allow the website to recognise its users on subsequent visits, or to authorise other designated websites to recognise these users for a particular purpose.

Cookies do a lot of different jobs which make your experience of the Internet much smoother and more interactive. For instance, they are used to remember your preferences on sites you visit often, to remember your user ID and the contents of your shopping baskets, and to help you navigate between pages more efficiently. They also help ensure that the advertisements that you see online are more relevant to you and your interests. Much, though not all, of the data that they collect is anonymous, though some of it is designed to detect browsing patterns and approximate geographical location to improve user experience.

Some of our pages may also contain images called 'web beacons' (also known as 'clear gifs'), which allow us to count visitors. Web beacons only collect limited information, including a cookie number, a timestamp, and a record of the page on which they are placed. We may also carry web beacons placed by third party advertisers. These beacons do not carry any personally identifiable information and are only used to track the effectiveness of a particular campaign. Information collected by cookies and web beacons is not personally identifiable.

WHAT TYPES OF COOKIE ARE THERE?

Broadly speaking, there are four types of cookie: strictly necessary cookies, performance cookies, functionality cookies and targeting or advertising cookies.

- Strictly necessary cookies are essential to navigate around a website and use its features. Without them, you wouldn't be able to use basic services like shopping baskets and e-billing.

- Performance cookies collect anonymous data on how visitors use a website; they can't track users, and are only used to improve how a website works.

- Functionality cookies allow users to customise how a website looks for them: they can remember usernames, language preferences and regions, and can be used to provide more personal services like local weather reports and traffic news.

- Advertising and targeting cookies are used to deliver advertisements more relevant to

you, but can also limit the number of times you see an advertisement, and be used to chart the effectiveness of an ad campaign by tracking users' clicks. They can also provide security in transactions. They are usually placed by third-party advertising networks with a website operator's permission, but can be placed by the operator themselves. They can remember that you have visited a website, and this information can be shared with other organisations, including other advertisers.

Additionally, these cookies break down into two further sub-types.

• Persistent cookies remain on a user's device for a set period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

• Session cookies are temporary. They allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Once you close the browser, all session cookies are deleted.

WHAT'S THE LAW?

Recently, the law on cookies has changed. Now sites that try to place performance, functionality, and targeting and advertising cookies need your permission for before they can place them onto your computer. To find out more about the law, click here.

HOW DO I TURN COOKIES OFF?

Most browsers accept cookies automatically, but you can alter the settings of your browser to erase cookies or prevent automatic acceptance if you prefer. Generally you have the option to accept all cookies, to be notified when a cookie is issued or reject all cookies. Visit the 'options' or 'preferences' menu on your browser to change settings, and check the following links for more browser-specific information.

Cookie settings in Internet Explorer

Cookie settings in Firefox

Cookie settings in Chrome

Cookie settings in Safari

To switch off third-party advertising cookies, you can turn these off by visiting the Internet Advertising Bureau's consumer advice site.

USER AGREEMENT

By continuing to use our site, you agree to the placement of cookies on your device. If you choose not to receive our cookies, we cannot guarantee that your experience will be as fulfilling as it would otherwise be.