

# Privacy Policy

## 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 visiting the website, you are accepting the practices described in this Privacy Notice.

## Information Collected

Each time you visit the website, two general levels of information about your visit may be retained by us: (1) non-personal information and (2) personal information.

### (1) 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 to our websites in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise 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 use cookies to deliver content specific to your interests and to save your personal preferences so you don't have to re-enter them each time you connect to the Internet. 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. Note that if you decline our cookies or ask for notification each time a cookie is being sent, this may affect your ease of use of the website.

### (2) 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.

## Purposes for which we hold your data

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

1. To communicate with you and provide you with information;
2. To personalise your visit to the website;
3. To track your movement through the website
4. To notify you of competitions, ezines or other promotions; and
5. For the performance of any request by or contract with you.

We will process your personal information to administer your registration or subscription, 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 [email 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 companies and individuals 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, processing credit card payments, and providing customer service. These companies have access to personal information needed to perform their functions, but may not use it for other purposes.

## **Security**

Unfortunately no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot ensure or warrant 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.