

## **Privacy Policy**

We work hard to ensure that your privacy is protected at all times when using our services. Any information you share with us is kept confidential and is never shared with third parties. We honour your trust and take very seriously how we manage your personal data, such as collecting, sorting, using and destroying.

### **What information do we collect?**

You do not have to provide any information to access our website. However, we may ask for some personal details if you wish to access some of our services, for example:

1. To subscribe your interests to a service
2. To pay for goods

The majority of the personal information we hold about you will be obtained via our websites' online forms or if you contact us by email. What we do with this information and how long we keep it will depend on the nature of the query. We will provide information at the time that you submit it or refer to our other privacy notices for specific processing activity. Some of the personal data that we may collect when you contact us are:

1. Biographical information (for example, your name, title, birth date and age)
2. Your contact details (for example, address, email address and phone number)

We may also process bank or credit/debit card details via third parties if you make payments via the website such as PayPal or Stripe.

### **Who else can access your information?**

No third party has access to your biographical information and contact details without your permission.

In addition to personal information you may provide automatically when you visit our websites, the following information is received by our web servers:

1. Details of your IP address
2. Browser type and operating system
3. Pages you visited

This data is known as web server logs. This information is strictly used to analyse how our website is used by our visitors and may be archived in an anonymous form for statistical purposes.

### **Who can you contact about your information?**

If you wish to request access to the personal data we hold about you, please contact us via email on our contacts page or edit your profile on any email we send you.

For any other queries about this privacy notice or how we process your personal data you can contact us via email.

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