

## PRIVACY POLICY

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

We collect information from you when you send an enquiry to us.

When sending an enquiry over our website, you may be asked to enter your: name, e-mail address, mailing address or phone number. By submitting the information to us, you will be treated as having consented to our collection of your personal data. You may, however, visit our site anonymously.

### **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

1. *To process and respond to your enquiry* – we may use the information you provide to register and administer your account, and/or to fulfill and carry out any transaction as requested or authorized by you.
2. *To improve our website* - we continually strive to improve our website offerings based on the information and feedback we receive from you
3. *To improve customer service* - your information helps us to more effectively respond to your customer service requests and support needs

### **How do we protect your information?**

We implement a variety of security technologies and policies in the storage and transmission of your personal information with the aim of maintaining the safety of your personal information. Such technologies and/or policies

### **Usage of Cookies**

Cookies are used to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

*Note: Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information*

### **Disclosure of information to third party**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties whom we engage to assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### **Online Privacy Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

### **Changes to Privacy Policy**

Any changes made to our website privacy policy will be posted on our website with [last updated] date. We reserve the right to make amendments to the Privacy Policy without prior notice to you.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

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