

Privacy Policy

Unividual Ltd is committed to protecting the privacy of its users and we therefore ask that you please read our Privacy Policy before providing us with any information about you or any other person ('Personal Information').

Website Cookies

Unividual Ltd's website uses cookies – These are small text files that are stored on your computer or in your browser - to help us to monitor how visitors use our site and allow us to maintain the optimum experience for website users. The website does not store or capture personal information about you when you visit it, it merely records traffic information. This means information about all of our visitors collectively, for example the number of visits the website receives. In order to respect our visitors' rights of privacy, this information is anonymous and no individual visitor can be identified from it.

You can disable and delete cookies by changing the appropriate setting within your browser's 'Help', 'Tools' or 'Settings' menu. Please note that by disabling cookies you may not benefit from some of the features of our site. You can find out more about deleting or controlling cookies by visiting aboutcookies.org

Google Analytics

Unividual Ltd uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies (text files placed on your computer) to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Our Use of Your Personal Information

Unividual Ltd (Company No. 04312620) has its registered office at 5 London Road, Rainham, Gillingham, Kent ME8 7RG, United Kingdom.

Unividual Ltd website does not store or capture personal information about you when you visit it, it merely records traffic information. This means information about all of our visitors

collectively, for example how many visits the website receives. In order to respect our visitors' rights of privacy, this information is anonymous and no individual visitor can be identified from it. We will only collect personal information about you if you send us an e-mail enquiry via the 'contact us' facility. In order for this to happen, you will need to fill out the on line form. The type of information being collected will be apparent from the layout of the form, which also tells you how this information will be used.

We take all reasonable precautions to protect our visitors' information, both on and off line. If your personal information changes, please let us know and we will correct, update or remove any information that we hold about you on our active databases. We may however need to retain archive copies of that personal information for legal or audit purposes. If you have any queries regarding the way in which Unividual Ltd handles data collected from you on this website, please contact us.

When might we disclose your Personal Information to Others?

Please be assured that except for the reasons listed below, we will not disclose your Personal Information to others.

We may disclose your Personal Information to others in the following circumstances and/or for the following purposes: Where it is necessary for the provision of information or services to you;

Where we are required to do so by the courts or to comply with other legal, statutory and/or regulatory obligations including accounting and taxation requirements; To prevent and/or detect crime; Where we believe that you may be interested in the services offered by other organisations including our group companies. Please contact us if you would like details about these companies; For credit reference purposes.

Monitoring

Please note that if you communicate with us electronically, including by e-mail, telephone or fax, this communication may be randomly monitored and/or recorded to protect the interests of our business and our customers. This includes for the purposes of maintaining customer/service quality standards, detection of and/or prevention of crime and to ensure that Unividual Ltd employees comply with legal obligations and Unividual Ltd policies and procedures (including our customer relations practices).

Requests for Access to Personal Information

We are happy to provide you with details of the Personal Information, which we process about you. To protect our customers' personal information, we follow strict storage and disclosure procedures, which mean that we will require proof of identity from you prior to disclosing such information. We may charge a small administration fee in relation to any

requests Unividual Ltd (Company No. 04312620) registered office at 5 London Road, Rainham, Gillingham, Kent ME8 7RG, United Kingdom has for access to personal information. Please direct any such request to the Data Protection Officer.

Information Updates

Please help us to keep your Personal Information current and accurate by contacting us if your Personal Information is or becomes inaccurate and/or out-of-date.

Contacting Us

If you do not want us to use your Personal Information in the manner set out in this Privacy Policy, need to advise us of any changes to your personal information, or would like any more information about the way in which we collect and use your Personal Information, please contact us at Unividual Ltd (Company No. 04312620) registered office at 5 London Road, Rainham, Gillingham, Kent ME8 7RG, United Kingdom or by telephone on 01622 664777.

Security

As you may be aware, no data transmission over the internet can be entirely secure. As a result, while we will always use reasonable endeavours to protect your Personal Information, we cannot guarantee the security of your Personal Information and the use of our Site (including the e-mail facilities) is at your own risk.

Changes to this Privacy Policy

This Privacy Policy will change from time to time, and you should check the Site on a regular basis to ensure that you are aware of our most recent policies (including this Privacy Policy and the Terms relating to your use of the Site)

User Declaration

By providing Unividual Ltd with any Personal Information you consent to the use of your Personal Information for the purposes and in the manner set out in this Privacy Policy.