

PRIVACY POLICY

BUY ONCE GIVE TWICE ("we" and "us") are committed to protecting your privacy.

This notice should be read in conjunction with the Terms and Conditions of use for www.buyoncegivetwice.co.uk (the "Website") of which it forms part (the "Terms").

This Privacy Policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

You can visit the Website without disclosing any personally identifiable information about yourself.

By using this Website or submitting information to us through or in connection with this Website, you signify your consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy. If you do not agree with this Privacy Policy, you must not use this Website or submit information to us through or in connection with this Website.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

1 The information we collect and how we use it

1.1 We will use, store or otherwise process any personal information that relates to and identifies you, including but not limited to your name, postal address, e-mail address, telephone number, your credit or debit card number and expiry date and any other information collected on registration, [on placing an order] and through surveys to the extent reasonably necessary to provide the services that are available through our Website to you by us.

1.2 We process this information for the purpose of:

[ensuring that the content on this Website is presented in the most effective manner for you and your computer;]

[information that you provide by filling in forms on this Website. This will include information provided at the time you registered with this Website. We may also ask you for information [when you enter a competition or promotion and] when you report a problem with this Website;]

[dealing with your inquiries and requests if you contact us;]

[providing and personalising our services, so that you can participate in interactive features, should you wish to do so;]

[details of your visits to this Website and the resources that you access;]

[administering records;]

[details of transactions you carry through this Website; the fulfilment of your orders, and the processing your payment;]

[crime prevention and prosecution of offenders;]

[maintaining information as a reference tool or general resource;]

[fundraising;]

[notifying you of changes to the service;]

[carrying out market research campaigns, where we ask you to complete surveys that we use for research purposes (although you do not have to respond to them).]

1.3 We also gather this information and statistics for the purposes of monitoring Website usage and may provide such aggregate information to third parties, such as for the purpose of reporting aggregate information to our advertisers. These statistics will not include information that can be used to identify you; it will only relate to browsing actions and patterns. For example, we may inform them that x adults under the age of y have clicked onto a specific advertisement on a given day.

[If you choose to post messages in our forum or other message areas, we will collect that information you provide to us. We retain this information as necessary to resolve disputes, provide customer support and troubleshoot problems as permitted by law.]

1.4 You wish us from time to time to provide you with information about our Website or any other service or products including those of third parties which we think may be of interest to you.

[If you are an existing User we will only contact you by electronic means (email or SMS) with information about Goods similar to those which were the subject of a previous sale to you.]

[If you are a new User, and where we permit selected third parties to use your data, we (or they) will contact you by electronic means only if you have consented to this.]

[If you do not want us to use your data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box situated on the form on which we collect your data.]

1.5 You may ask us to provide you with information about our services or services offered jointly with or on behalf of other organisations by sending us an e-mail at info@buyoncegivetwice.co.uk, calling us on 01453 832440 or writing to us at the following address: Benwell House, Convent Lane, South Woodchester, Gloucestershire, GL5 5HR.

1.6 If you stop using the Website or your permission to use the Website is terminated, we may continue to use and disclose your personal information in accordance with this Privacy Policy (as amended from time to time) and as permitted by law. However, if you wish us to stop e-mailing you with information in connection with the Website, please send a request to us.

2 Information security

2.1 The Internet is not a secure medium. However, we have put in place various security procedures as set out in this policy.

[All your card details are passed from your browser using SSL encryption to our payment processor who use encryption systems.

[Your user admin area is protected by your user name and password, which you should never divulge to anyone else.]

2.2 Please be aware that communications over the Internet, such as emails/webmails are not secure unless they have been encrypted. Your communications may route through a number of countries before being delivered ñ this is the nature of the World Wide Web/Internet. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

2.3 We believe that we have appropriate policies, rules and technical measures to protect the personal data that we have under our control (having regard to the type and amount of that data) from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss.

2.4 All of our employees and data processors that have access to, and are associated with, the processing of your personal information are obliged to respect the confidentiality of our visitors' information.

2.5 We ensure that your information will not be disclosed to government institutions or authorities except if required by law or when requested to by regulatory bodies or law enforcement organisations.

3 To whom will your information be disclosed?

3.1 Your information may, for the purposes set out in this Privacy Policy, be disclosed for processing to:

3.1.1 our employees;

3.1.2 our affiliates;

3.1.3 our group companies (as defined under section 736 of the Companies Act 1985) and their employees;

3.1.4 successors in title to our business;

3.1.5 third party consultants, contractors or other service providers who may access your personal information when providing services (including but not limited to IT support services) to us;

3.1.6 government bodies and law enforcement agencies and in response to other legal and regulatory requests;

3.1.7 auditors or contractors or other advisers auditing, assisting with or advising on any of our business purposes,

3.1.8 in any jurisdiction where we operate.

[Please note that the data we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or one of our suppliers. Such staff may be engaged in, amongst other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer,

storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with your privacy policy.]

[All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted [using SSL technology]. Where we have give you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.]

[Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to this Website. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.]

4 Your rights in relation to your information

4.1 You can write to us at any time to obtain a copy of your information and to have any inaccuracies corrected. Where appropriate, you may have your personal information erased, rectified, amended or completed. Please write to Benwell House, Convent Lane, South Woodchester, Gloucestershire, GL5 5HR.

4.2 Please quote your name and address. We should be grateful if you would also provide brief details of the information of which you would like a copy or which you would like to be corrected (this helps us to more readily locate your data).

4.3 We will require proof of your identity before providing you with details of any personal information we may hold about you. We will charge £[10] to cover the administration costs involved in providing you with a copy of your information.

5 Your consent

5.1 By submitting any personal information (including, without limitation,[your payment details]) to us you consent to the use of information as set out in this policy. We reserve the right to amend or modify this Privacy Policy and if we do so we will post the changes on this page. It is your responsibility to check the Privacy Policy every time you submit information to us or place an order. Use will signify that you agree to any such changes.

5.2 In the event the purposes for processing change, then we will contact you as soon as practicable and seek your consent where such notification relates to a new additional purpose for processing.

5.3 Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area. [We also operate globally and so it may be necessary to transfer your personal information to other companies within our group of companies located in countries outside of the EEA.] Countries outside of the EEA may not have similar protections in place regarding your data and its use as set out in this policy. However, we have taken the steps outlined above to try and protect the security of your information.

6 The Data Protection Act 1998

6.1 We are registered as a Data Controller under the terms of the Data Protection Act 1998 and we ensure we comply with all the protection the Act affords to you. Our registration number is Z1161729.

7 Use of your personal information submitted to other websites

7.1 We are not responsible for the privacy policies and practices of other websites even if you accessed the third party website using links from our Website.

7.2 We recommend that you check the policy of each website you visit and contact the owner or operator of such website if you have concerns or questions.

8 Further information

8.1 For further information from us on data protection and privacy or any requests concerning your personal information please write to Buy Once Give Twice Ltd, Benwell House, Convent Lane, South Woodchester, Gloucestershire, GL5 5HR or email us at info@buyoncegivetwice.co.uk