



Privacy
Policy
Statement

Aztec Print (NE) Privacy Policy Statement

Please read the following policies carefully.

By using our website and the services we offer via our website, you are agreeing to be bound by the policies herein.

This document sets out the terms for the following policies:

- Privacy Policy
- Cookie Policy

PRIVACY POLICY

In general, we use the information we collect about you to:

- Help our members provide more personalised services to you.
- Improve the features and services we offer.
- Support our own marketing and promotion efforts.

Information we collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website. This includes information provided at the time of registering to use our website, subscribing to our service, posting material or requesting further services and when you report a problem with our website.
- If you contact us, we may keep a record of that correspondence. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions you carry out through our website and of the fulfilment of your orders.
- Details of your visits to our website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access
- Information about your identity may be disclosed to a third party who is claiming that any material uploaded by you to our website constitutes a violation of their rights.

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Where we store your personal data

All information you provide to us is encrypted and stored on our servers. All payment transactions are processed by a 3rd party payment gateway on their secure server. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, 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 our 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.

Uses made of the information

We use information held about you in the following ways:

- To ensure that content from our website is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

We may also use your data, to provide you with information about goods and services which may be of interest to you and we may contact you about these by post, email or telephone.

If you do not want us to use your data in this way, please tick the relevant box situated on the form.

Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will inform you if we intend to disclose your information to any third party for legal reasons. You can exercise the right at any time by contacting us. Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Aztec Print (NE) Terms & Conditions Policy Statement

Our right to extend these policies

The right to use the terms within this policy (in relation to any information that you upload) and those contained within the Terms and Conditions extend to anyone who succeeds ownership of our business. They have the right to use such information for the purpose of carrying out the service they provide in conjunction with the service we provide.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £0.00 to meet our costs in providing you with details of the information we hold about you.

Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

COOKIE POLICY

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our website. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our website, the user would not have to log in a password more than once, thereby saving time while on our website. If a user rejects the cookie, they may still use our website. The only drawback to this is that the user will be limited in some areas of our website. Cookies can also enable us to track and target the interests of our users to enhance the experience on our website.

For and on behalf of Aztec Print (NE) Ltd



Lee Redford

Director

Day to Day Responsibility for ensuring this policy is put in to practice is delicate to :			Michael Whitter
Subject to Review / Monitoring & Revision every	12 months	Last updated on:	1st April 2014