



bch digital Ltd 16A Portland Tower, Portland Street, Manchester M1 3LD
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PRIVACY POLICY

This Privacy Policy governs the collection and use of personal information relating to potential and existing customers of bch digital.

Bch digital is committed to abiding by this Privacy Policy, as well as the requirements of applicable laws, in the operation of its business. Please read this policy carefully as it explains the kinds of personal information we collect about you and how it is handled.

By your continued use of our services (including our website), you consent to the collection and use of your personal information for the purposes set out in this Privacy Policy.

COLLECTION AND USE OF PERSONAL INFORMATION

We will generally let you know at the time of collection how we intend to use your personal information. Usually, we collect personal information about you which we require to respond to your enquiries for the provision of services and payment processing. We also process your personal information where we are required to do so by law, and for the exercise or defence of legal claims. From time to time, we may contact you to tell you about other services in accordance with your contact preferences. Where appropriate, we will obtain your consent to do so. Personal information collected from you may include your name, payment processing information, postal address, email address, landline or mobile telephone number, delivery details as well as other non sensitive personal information. If you use our website, we may also collect information about you or your computer when you browse to allow you to use the services available.

WEBSITE USAGE & COOKIES

If you are using our website, we will use your personal information to help you to log onto your account and into restricted areas of our website and to permit future use of the website. We may use your IP address to help diagnose problems with our server, or to administer our website. We may conduct analyses of user traffic to measure the use of our site and to improve the content of our website and our services. These analyses will be performed through the use of IP addresses and cookies. We may also use cookies to enable the signing in process after you have registered with us and to provide you with more tailored information when you return to our website. A cookie is a piece of information that is stored on your computer's hard drive by your web browser. Most browsers accept cookies automatically, but usually you can alter the settings of your browser to prevent automatic acceptance. If you reject the use of cookies please note that the efficient operation of the website that you are using may be affected.

OTHER WEBSITES

This privacy policy only covers this website. Any other websites which may be linked to our website are subject to their own policy, which may differ from ours.

THIRD PARTY

We will only disclose personal information about you internally and to third parties for processing purposes associated with payment processing, the supply of services, for web site administration, or elsewhere when you have consented to such disclosures, or where such disclosures are required or permitted by law. These third parties are contractually bound only to use personal information to perform the services that we hire them to provide. We will not sell, trade or rent your personal information to others.

EMAIL CAPTURE

Bch digital may from time to time send updates about their services. Your email address will not be given to 3rd parties except where outlined in the privacy policy. By providing your email address you consent to being contacted for direct marketing purposes by bch digital.

SECURITY OF PERSONAL INFORMATION

We use administrative, technical, and physical measures to safeguard personal information against loss, theft and unauthorised uses, access or modifications. Certain areas of our website may be password protected. If you are a user of our website and have a password, you can help to preserve your privacy by ensuring that you do not share your password with anyone else.

ACCESS TO PERSONAL INFORMATION

You may renew and update personal information that we hold about you by contacting us as detailed below.

CONTACTING US

If you have any questions about this privacy policy, or no longer wish to receive anything from bch digital or have your data made available to 3rd parties, you can email us at info@bchdigital.com or write to the Data Protection Co-ordinator, bch digital Ltd, 16a Portland Tower, 53 Portland Street, Manchester M1 3LD.

CHANGES TO PRIVACY POLICY

We reserve the right to add to or amend this privacy policy at our sole discretion, without prior notice to you. Please review our privacy policy on a regular basis to make sure you have read the latest version and you understand what we do with your personal information. Your continued use of our services or our website following the posting of changes to these terms means that you consent to those changes.