Website privacy notice

Privacy Policy and Notice

This is the privacy notice of [trade or Internet name]. In this document, "we", " \blacksquare \blacksquare \blacksquare ", \blacksquare \blacksquare \blacksquare " \blacksquare
We are company number [company registration number] ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■].
Our registered office is at [address].
This is a notice to inform you of our policy about all information that we record about you. It covers
We are extremely concerned to protect your privacy and confidentiality. We understand that all users of our web site are quite rightly concerned to know that their data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party. Our policy is both specific and strict. It complies with Canadian law [and with
We regret that if there are one or more points below with which you are not happy,
Except as set out below, we do not share, or sell, or disclose to a third , , , , , , , , , , , , ,
Here is a list of the information we collect from you, either through our web site or because you give it to us • • • • • • • • • • • • • • • • • •

1. Business and personal information

This includes basic identification and contact information, such as your name
and contact details and also includes all information given to us in the course
of your business and ours, such as information you give us in your capacity as
our client. We undertake to preserve the confidentiality \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare

This information is used:

	1.1.	to provide you with the services ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ;
	1.2.	for verifying your identity for security purposes;
	1.3.	for marketing our services and products;
	1.4.	information which does not identify any individual may be used in a general way by us or third parties, to provide class information,
	of six	teep information, which forms part of our business record for a minimum a years. That is because we may need it in some way to support a claim afterce in
2.	Mar	ket place information
	servi	n we obtain information from you specifically to enable you to buy a ce offered on our web site by some other person, we assume that in g us
3.	Υοι	ır domain name and e-mail address
	recor	information is recognised by our servers and the pages that you visit are ded. We shall not under any circumstances, divulge your e-mail address y person who is not an employee or
	•••	
	3.1.	to correspond with you or deal with •••••••;
	3.2.	in a collective way not referable to any particular individual, for the purpose ••••••••••••••••••••••••••••••••••••
	3.3.	to send you news about the services to •••••••••••••••••••••••••••••••••••
	3.4.	to tell you about other of our services or

4.	Information	you	post	on our	website
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information except to allow it to be read, but
advertisement, is stored on our servers. We do not specifically use that
Information you send to us by posting to a forum or blog or in your

5. Website usage information

We may use software embedded in our website (such as JavaScript) to collect information about pages you view and how you have reached them, what you do when you visit a page, the length of time you remain on the page,

6. Financial information relating to your credit cards

This information is never taken by us either through our website or otherwise. At the point of payment, you are transferred to a secure page on the website of [WorldPay / SagePay / PayPal / MoneyBookers] or some other reputable payment service provider. That

7. Note on padlock symbols and other trust marks

	Many companies offer certification and an icon or other small graphic to prove to site visitors that the site is safe. Some certify to a high level of safety. Others are more concerned to take our money than to
OR (I	use = = = = = 8 = = = = = = = = = = = =)

8.	Fina	ancial information relating to your credit cards				
	We [may] keep your financial					
	We u	se Secure Sockets Layer (SSL) certificates to verify our identity to your ser and to encrypt any data you give us when you buy.				
	We ta	ake = = = = = = = = = = = = = = = = = = =				
	8.1.	We keep • • • • • • • • • • • • • • • • • •				
	8.2.	We do not keep all your data, •••••••••••••••••••••••••••••••••••				
	8.3.	Access to				
	8.4.	We automatically delete your = = = [= = = = = = = = = = = = = = =				
	8.5.	If we ask you questions about your financial information, we shall show partial • • • [• • • • • • • • • • • • • • •				
	8.6.	[Other]				
	AND	/OR				
9.	Fina	ancial information about your direct debit				
		n you have agreed to set up a direct debit arrangement, the information				

We are registered under the direct debit guarantee scheme. (This provides for the customer's bank to refund disputed payments without question, pending
Credit reference
To assist in combating fraud, we share information with credit reference agencies, so far
Third party advertising
Third parties may advertise on our web site. In doing so, those parties, their agents or other companies working for them may use technology that automatically collects your IP address
Third party content
Our web site is a publishing medium in that anyone may register and then publish information about himself or some other person. We do not moderate or control what is posted. If you complain about any of the content

10.

11.

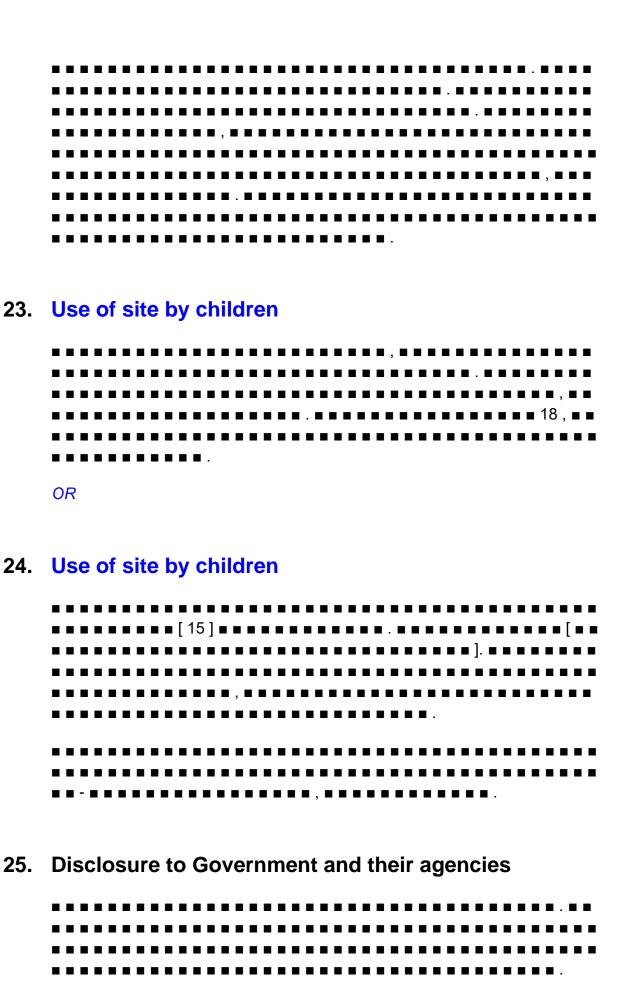
12.

13.	Information we obtain from third parties
	Although we do not disclose your personal information to any third party (except as set
14.	Content you provide to us with a view to be used by third party
	If you provide information to us with a view to it being read, copied, downloaded, or used by other people, we accept
15.	Cookies
	Cookies are small text files that are placed on your computer's hard drive through your web
	Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server. Cookies enable our web
),

recom	agh your browser software enables you to disable cookies, we namend that you allow the use of cookies in •••••••••••••••••••••••••••••••••••
15.1.	to record whether you have accepted the use of cookies on our web site. This is
15.2.	to allow essential • • • • • • • • • • • • • • • • • • •
15.3.	to operate our content management system.
15.4.	to operate the online notification form - the form that you
15.5.	to enhance security on our contact form.
15.6.	to collect information about how visitors use our site. We use the information to improve your experience of
15.7.	to record that a user has viewed a
15.8.	to record your activity during a web cast. An example is as to whether you have asked a question or provided an opinion by ticking a box. ■ ■

	15.9.
	15.10.
16.	Calling our help line
17.	Sending a message to our support system
18.	Complaining

19.	Job application and employment
20.	Marketing information
21.	Re-marketing
22.	Affiliate information



26.	Compliance with the law
27.	Review or update personally identifiable information
28.	Removal of your information
29.	Data may be "processed" outside Canada
•••	,,

Explanatory notes:

Website privacy notice

Paragraph Specific notes

Notes	referable to specific numbered paragraphs
1	Business and Personal information
	This is information collected by most web sites. What you do with it is obvious but \blacksquare
2	Market place information
	To use if you take orders on your web site for ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
3	Your domain name and e- ■ ■ ■ ■ ■ ■ ■
	This is information collected by most web sites.
4	Information you post on our website
	This is an area often omitted from suggested text, but it may be important. The fact that someone posts insensitive or forbidden or stupid information does not give you
5	Website usage information
	This information is unlikely to be personally identifiable.
6	Financial information relating to your credit cards
	In this and the following paragraphs we have given you several alternatives.
7&8 ■ .	Alternative paragraphs.
9	Financial information about your direct debits

	Provides for direct debit arrangements and $\blacksquare \blacksquare \blacksquare$
10	Credit reference
	We suggest that you leave this paragraph in • • • • • • • • • • • • •
11	Third party advertising
	This is a simple statement of the obvious. In
15	Cookies
	Regulation of cookies is probably the single most important element of the new regulations. You must identify what cookies you use and why so as to give
	••.
16 to	28
•••	
21	"Remarketing" is the process whereby a visitor to your site is tagged and that tag picked up by Google or some other re-marketing service provider when your visitor goes to some other site that you have decided may be relevant to yours. If you are not immediately familiar with re-marketing, you should delete the provision. If you do use re-marketing, you should choose your words carefully in how you describe what may be regarded as an intrusive practice. More information is at:
20	https://www.google.com/ads/innovations/remarketing.html
29	
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End of notes