A. Introduction

The privacy of our website visitors is very important to us and we are committed to protecting it. Our policy explains how we will use your personal information.
Your consent to the use of cookies in accordance with the terms of our policy during your first visit to the website allows us to use cookies each time you visit our website.

B. Collection of Personal Information

The following types of personal information may be collected, stored and used:

1. Information about your computer including your IP address, your geographic location, your browser type and version, and your operating system.
2. Information about your visits and use of the website including the external source, duration of the visit, page views and website navigation path?
3. Information such as your email address, which you enter when registering on the website.
4. Information you enter when creating your profile on our website—for example, your name, profile pictures, gender, date of birth, personal status, interests and hobbies, education information and information about your employment.
5. Information, such as your name and email, that you enter when setting up your subscriptions and for sending emails and/or newsletters.
6. Information you enter when using services on our website.
7. Information obtained when you use the website, such as when, how often and under what circumstances you use it.
8. Information related to your purchases, services you use, and transactions you make on the Site, including your name, address, telephone number, email address, and credit card information.
9. Information you share with the Site with the intention of posting online, which includes your username, your profile information, and the content of your postings.
10. Information contained in any communication you make with us via email or through the website, including communication content and metadata.
11. Any other personal information you send us.

Before you disclose any personal information of a third party, you must obtain that person's consent to the disclosure and processing of their personal information in accordance with this policy.

C. Use of your Personal Information

Personal information submitted to us is used for the purposes set out in this policy on the relevant pages of the website. We may use personal information for the following purposes:

1. Administration of our website and business
2. Personalized website configuration for you;
3. Enabling your use of services available on our website
4. Dispatch of goods you purchase through our website
5. Provision of services you purchase through our website
6. Sending statements, invoices, and payment reminders to you and collecting payments from you
7. Sending non-advertising communications
8. Sending email notifications about your requests

9. Sending our newsletter by email if you have requested it (you can inform us at any time if you no longer want the newsletter)
10. Sending you promotional communications relating to your business or the businesses of certain third parties which we believe may be of interest to you, by means of notifications or, if you have agreed to this, by email or similar technology (you may notify us at any time if you no longer wish to receive promotional communications)
11. Providing statistical data of our users to third parties (who will not be able to identify any user from this information)
12. Handling requests and complaints submitted by you or related to your website
13. Maintaining the security of the website and preventing any fraud
14. Confirming compliance with our website terms and conditions (including the monitoring of private messages trafficked through our private online messaging service) and
15. Other uses.

If you submit personal information for publication on our website, we will publish or use that information in accordance with your consent.

Your privacy settings can be used to limit the publication of your information on our website and can be configured using the privacy control on the website.

We will not pass your personal information without your consent to any third party or to any third-party commercial division.

D. Disclosure of Personal Information

We may share your personal information with any of our employees, officers, insurers, or professional advisors, agents, suppliers, or subcontractors as necessary for the purposes stated in this policy.

We may share your personal information with any member of our group of companies (this means our subsidiaries, our holding company and its subsidiaries) as necessary for the purposes set out in this policy.

We may share your personal information:

1. to the extent required by law
2. in connection with any current or future legal proceedings
3. for the purpose of establishing, exercising or defending our legal rights (including providing information to third parties for the purpose of fraud prevention and credit risk reduction)
4. to the buyer (or potential buyer) of any business asset which we sell (or consider selling) and
5. to anyone who we reasonably believe may be subject to judicial or any other competent authority regarding the disclosure of information in the event that we believe that the relevant authority will require the disclosure of that particular personal information.

Also as stated in this policy, we will not provide your personal information to third parties.

E. Keeping Personal Data

a) Section G sets out our personal data retention process and policy, designed to ensure compliance with our legal obligations regarding the retention and deletion of personal data.

b) Personal data that we process for any purpose will not be retained for longer than is necessary for that purpose.

c) Without prejudice to Article G-2, we usually delete personal data that falls under the following categories and the corresponding date/time

d) Type personal data will be deleted {INSERT DATE/TIME} and

e) {INSERT ADDITIONAL DATE/TIME}.

f) Notwithstanding the other provisions of Section G, we will retain documents (including electronic documents) containing personal data

g) To the extent required by law.

h) If we believe that the documents may relate to any legal process in force and

i) For the purpose of establishing, exercising or defending our legal rights (including providing information to third parties for the purpose of fraud prevention and credit risk reduction)

F. Security of your personal data

1. We will take the necessary technical and organizational precautions to prevent the loss, misuse or alteration of your personal data.
2. We will store all personal data you provide on our secure (password and firewall protected) servers.
3. All electronic money transactions conducted on our website are protected by our encryption technology.
4. You accept that the transmission of information over the internet is inherently insecure and we cannot guarantee the security of data transmitted over the internet.
5. You are responsible for keeping the password you use confidential, we will not ask you for your password (except when you log in to our website).

G. Amendments

We may update our policy from time to time by posting a new version on our website from time to time. You should check the page occasionally to make sure you understand any change to our policy. We may notify you of changes to our policy by email or through a private messaging system on our website.

H. Your Rights

Can you ask us to give you any information we hold about you? the provision of such information is subject to the following:

1. the payment of fee {INSERT FEE IF ANY}? and
2. providing you with sufficient identification ({CHANGE TEXT TO REFER TO YOUR POLICY for this purpose, we usually accept a notarized photocopy of your passport and a photocopy of your utility bill showing your current address}).

We may retain the personal information you request for the period permitted by law.
You can ask us at any time not to process your personal information for advertising purposes.
In practice, you will usually either expressly consent in advance to the use of your personal information for advertising purposes, or we will provide you with the opportunity to opt-out of your information being used for advertising purposes.

I. Third Party Web Sites

Our website contains hyperlinks to, and information from, third party websites. We cannot control and are not responsible for the privacy policies and practices of third parties.

J. Information Update

Please let us know if the information we have about you needs updating or correction.

K. Cookies

Our website uses cookies. A cookie is a file containing an identifier (a string of letters and numbers) that is sent through a server and stored in the browser. The identifier is then sent back to the server each time the browser requests a page from the server. Cookies can be either “persistent” or “login” cookies: a persistent cookie is stored in a browser and remains valid until its expiration date, unless deleted earlier by the user, a log-in cookie, on the other hand, will expire with the end of the user's connection, when the browser is closed. Cookies usually do not contain information that can identify the user, but your personal data that we hold may be linked to data stored or retrieved by cookies. {CHOOSE APPROPRIATE FORMULATION We use only login cookies / only persistent cookies / login and permanent cookies on our website.}

The names of the cookies we use on our website and their purpose of use are defined below:

1. we use on our website Google Analytics and Adwords to recognize a computer when a user {INCLUDE ALL USES OF COOKIES ON YOUR WEBSITE visits the website / to identify users while navigating the website / to allow the use of a shopping cart on the website / to improve the functionality of the website / to analyze the use of the website / to administer the website / to protect against fraud and improve the protection of the website / to personalize the website for each user / to target advertisements that may be of interest to specific users / describe the purposes}?
2. Most browsers allow you to opt out of cookies—for example:

(i) in Internet Explorer (version 10) you can block cookies using the cookie settings found by clicking “Tools”, “Internet Options”, “Privacy” and “Advanced”
(ii) in Firefox (version 24) you can block all cookies by clicking “Tools,” “Options,” “Privacy,” selecting “Use custom settings for history” from the menu and unchecking “Accept cookies from websites” ; and
(iii) in Chrome (version 29), you can block all cookies by going to the “Customize and control” menu and clicking “Settings”, “View advanced settings”, and “Content settings” and selecting “Block websites from data” under the heading “Cookies”.
(iv) Blocking all cookies will have a negative effect on the functionality of many websites. If you block cookies, you will not be able to use all functions of your website.

3. You can delete cookies already stored on your computer—for example:
(i) in Internet Explorer (version 10), should you manually delete the cookie files (you can find instructions at http://support.microsoft.com/kb/278835)?
(ii) in Firefox (version 24), you can delete cookies by clicking “Tools,” “Options,” and “Privacy,” then selecting “Use custom settings for history,” clicking “View Cookies,” and “Remove All Cookies” and
(iii) in Chrome (version 29), you can delete all cookies by entering the “Customize and Control” menu, and clicking “Settings”, “View Custom Settings” and “Clear Browsing Data” and then selecting “Delete cookies and other data” website” before tapping “Clear Browsing Data”.
(iv) Deleting all cookies will have a negative effect on the functionality of many websites.