



## ***Privacy Policy and Legal Statement***

### **1. Privacy Policy**

Circlewebs is committed to protecting your privacy online. Our policy explains how we will do this. What information do we store?

- ✚ If you make an enquiry then I store your email address and message in a database for my contact purposes only.
- ✚ Should you request for me to build a website for you then from time to time I will ask you for further information relating to the required features of the site.
- ✚ Circlewebs uses cookies to remember your personal details for when you visit the site. For an explanation, see the section on cookies below.

### **2. Use of Cookies.**

Cookies are small files which many web sites transfer to your hard disk. They can inform the web site what pages you visit, and your preferences, which enable web sites to provide you with a more personalized service. You can set your browser to refuse cookies, or to warn you before accepting them. We use cookies, but most parts of our site can be accessed even if your cookies are turned off. At present there are no parts of the site which you cannot access if your cookies are turned off.

How do I use supplied information?

I use any information you supply to help me understand your needs for the product you have requested (e.g. a website, a logo design or a menu system). By using this information I will be able to use the knowledge gained to improve the service for others.

I do not send direct mails to customers or non customers

When do I share information?

I will never pass on or sell a customer personal information to others. I never share customer personal information which I may keep on file. I treat this information as if it were my own personal details. However I may request that I use the website I created for you as a means to advertise my services. You are free to refuse this if you do not wish to be referenced on the circlewebs web pages.

A number of other people's web sites have links on our site. If you link to their sites, they may collect information. Such sites are not within our control and are not covered by this privacy statement.

If we believe that your use of the site is unlawful or damaging to others, we reserve the right to disclose the information we have obtained through the site about you to the extent that it is reasonably necessary in our opinion to prevent, remedy or take action in relation to such conduct.

### **3. Security**

All personal and credit card information is encoded using Secure Sockets Layer (SSL) technology before being sent over the Internet. To protect your data further, your credit card information (where used) is always stored in encrypted form in a database that is away from our Web site database, so it isn't connected to the Internet. Credit card transactions are issued a digital certificate, ensuring that your data can only be read by our transaction system as long as your browser shows its secure mode symbol (such as a key or closed lock).

To make the most of the security on our site, we recommend using Firefox, Netscape Navigator or Microsoft Internet Explorer (Version 4.0 or higher). Each of these browser types enables you to use the SSL technology. We also recommend setting your browser's preferences to accept cookies and also to enable JavaScript.

### **4. Legal Notice**

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We will review this policy in the light of comments we receive so please check the latest version. If you have any questions specifically about Privacy please contact us via the web pages.

**Circlewebs 25th May 2006**