

## **Privacy Policy**

At Body & Face St. Cyrus Ltd we have adopted the following Privacy Policy as part of a commitment to protect your personal information.

### **1. Information Collection**

No personally identifiable information is collected unless it is provided to us directly; for example, when you complete a User Registration Form, respond to our Customer Survey adding your name and contact details or when you purchase products through our website.

Please note that information such as delivery and billing address, credit card details will be required if you wish to make a purchase via the website.

To protect such personal information you will need to supply a user name and password when registering on this site.

We never gather information to help with marketing purposes.

Please note that if you intend to use the Shopping Basket facility then your browser should be set to accept Cookies. Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes and they make the World Wide Web easier to use by noting your preferences on particular sites. This is normal industry practice and Cookies do not personally identify customers but do identify their computer. You can set your browser to refuse Cookies.

### **2. Use of Personal Information**

We may use personal information for the following purposes:

- a. To improve our website and the services provided including service announcements;
- b. Respond to queries that you may have raised;
- c. To send you goods purchased via the website;
- d. When you choose to 'opt-in' to receive our Newsletter, e-mail notifications. Note that we will never directly solicit orders but retain any specific order information to better handle future orders.

### **3. Security of Personal Data**

We will take all reasonable technical and organisational precautions to prevent loss, misuse or alteration of your personal data:

- a. Information will be stored on a secure server but please note that you are responsible for keeping your password and user details confidential. We will not ask you to reveal your password;
- b. Please let us know if the personal information we hold about you, such as address, requires updating. It is advisable to change your password regularly;
- c. We will delete / update any personal information on request.

#### **4. Links to other Websites**

The Body & Face website contains links to other customer websites. We are not responsible for their content, privacy policies or practices.

#### **5. Disclosure of Information**

We will not sell or trade your information with third parties or disclose information without your express consent except:

To the extent that we are required to do by applicable law or regulations;  
In connection with any legal proceedings or prospective legal proceedings;

To prevent potentially prohibited or illegal activities;

In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention or credit risk).

#### **6. Policy Amendments**

This Privacy Policy may be updated from time-to-time so please check this page occasionally.

#### **7. Comments**

If you have any comments please contact us by e-mail at [angela@bodyandface.co.uk](mailto:angela@bodyandface.co.uk)

**For more detailed information please see**

[www.bodyandface.co.uk/documents/GPDR\\_private\\_customer\\_letter.pdf](http://www.bodyandface.co.uk/documents/GPDR_private_customer_letter.pdf) which will you will have been asked to consider and sign or will be asked to sign as a new customer.