

Privacy Policy

Your right to privacy is important to us.

We are keen to strike a fair balance between your personal privacy and ensuring you obtain full value from the internet and other products and services we may be able to market to you.

We are fully registered under the Data Protection Act 1998 and ensure we comply with all protection the Act affords to you. Further information on the Act is on the internet at www.informationcommissioner.gov.uk.

1. REGISTRATION

In some areas of our website, we ask you to provide information that will enable us to enhance your site visit or reply to you after your visit. This would include registration as a Member, where you subscribe to our online newsletters or provide feedback to us through contact form or when you complete any online survey we may offer from time to time. When you do, so we ask you to give us your name, email address and other personal information that will be needed to supply the services to you.

In relation to online newsletters you can 'unsubscribe' at any time. We may use your personal data for future email mailings, support, notification of new products or new versions, general correspondence regarding the products and correspondence which may relate to you. If you would rather not receive future marketing emails from us please inform us by email at admin@opa365.com.

Such use is strictly in accordance with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. Every email from us comes with an easy to use unsubscribe instruction and you can be removed from our lists at any time, although this can take up to 30 days to effect.

Unless you expressly permit us to, your details will never be sent to any third party or group company of ours and we will only market to you the same kind of goods and services you purchased from us or made an enquiry to us about. The information you provide will be kept confidential and will be used only to support your customer relationship with us. Unless you permit us to, we do not disclose or sell your information outside our corporate group except if we sell the whole or part of our business.

2. TRADING FROM OUR WEBSITE

Making sure you can buy safely online is a priority for us and we have made strenuous efforts to ensure that Store security is one of our highest priorities and we have devoted a great deal of effort to ensure that our online security measures help to safeguard your information. We use industry-standard Secure Sockets Layer (SSL) technology to allow for the encryption of:

- 2.1 potentially sensitive information such as your name and address; and
- 2.2 critically-sensitive information like your credit card number.

If concerned only about the privacy of your credit card information, we encourage you to contact our team via email or telephone to obtain this information.

We hope that once you understand the measures we take to help ensure secure transactions and privacy, and the steps you can take yourself, you will be as happy about the safety of your online transaction as we are.

We have no desire to infringe your privacy while using our site and unless you expressly permit us to do so, we will never provide your personal information to anyone else except if we sell our business in whole or in part.

3. COOKIES

We do use **cookies** (defined below) for collecting user information from the site

When you register and/or use this Website, we will ask you to provide certain information, such as your contact details and demographic information. Where you take out a chargeable service with us, we will also retain billing data in relation to you. We will store this Data and use it to contact you, provide you with details of Services and otherwise for the normal use and improvement of the Website, unless you have asked us not to do so.

- 3.1 We may also use the data you send to us to prepare user profiles. We do not pass on your personal data to any third parties except:
 - 3.1.1 to enable you to obtain access to the restricted parts of certain service providers' information;
 - 3.1.2 to enable you to receive information you have requested to be sent to you by post (we will disclose your address); or
 - 3.1.3 to enable you to receive a paid for service; or
 - 3.1.4 where you have expressly given us permission to do so.
- 3.2 If you can be identified from the information to be passed on, then we will not forward that information without having notified you first and obtained your consent.
- 3.3 So we can check and improve the Website, we may gather information about you when you use it, such as details of your operating system, browser version, domain name and internet provider's address, the details of the website from which you came.
- 3.4 We may use cookies only to store information such as your user identification number to allow us to identify whether you have registered to use that part of the Website which you are using, such as Bulletin Boards and, if so, to make your access to the Website quicker. We will only read cookies from your cookie file placed there through your web browser's interaction with the Website.
- 3.5 Our Website provides links to other sites. We are not responsible for their data protection policies. You should check their privacy policies if you are concerned.
- 3.6 We do our best to protect your personal data including through the use of encryption technology, but we cannot guarantee the security of any data you disclose.
- 3.7 We add to the data which you give us information we obtain from third parties. You have the right to receive information about your personal data which we hold under the Data Protection Act 1998. If you believe any of your data held by us is incorrect, please contact us.

Cookies

Message given to a web browser by a web server. The message is then stored by the browser in a text file called *cookie.txt*. Each time the browser requests a page from the server, this message is sent back. A cookie's main objective is to identify users and personalise their visit by customising web pages for them, for example by welcoming them by name next time they visit the same site. A site using cookies will usually invite you to provide personal information such as your name, email address and interests.

4. **FURTHER INFORMATION ON DATA PROTECTION AND PERSONAL PRIVACY**

For further information from us on data protection and privacy contact:

The Data Protection Manager,

Opanet Limited,

Entrada House,

6 East Street,

Leeds,

West Yorkshire LS2 7AP

Email admin@opa365.com.

Information on the Data Protection Act 1998 is also on the Information Commissioner's website at www.dataprotection.gov.uk.

Use of this Website is subject to our Terms and Conditions

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