

## **BEC (Midlands) Ltd Privacy Policy**

BEC (Midlands) Ltd considers privacy an important issue, so we build and operate our web services with the protection of privacy taken into account. This Privacy Policy outlines the types of personal information we gather when you use our web site and some of the steps we take to safeguard it.

These principles apply to personally identifying information we ask for and that you provide. By this we mean information that individually identifies you, such as your name, physical address, e-mail address or other contact details.

### **Data collection**

Browsing of our web sites and most other services do not require any personally identifying information.

BEC (Midlands) Ltd may collect limited non-personally identifying information that your browser makes available whenever you visit a website. This log information includes your Internet Protocol address, browser type, browser language, the date and time of your query and one or more cookies that may uniquely identify your browser. We use this information to better understand users behavior and to further improve our offerings.

Some of our services may require you to register for an account. BEC (Midlands) Ltd asks you for some personal information in order to create an account and we will use that information to provide the service. For certain services we may request credit card or other payment information which we maintain in encrypted form on secure servers.

When we require personally identifying information, we will inform you about the types of information we collect and how we use it. We hope this will help you make an informed decision about sharing your personal information with us. It is then up to you to decide if you want to provide the information or not.

### **Cookies**

Upon your first visit to our web site, a cookie is sent to your computer that uniquely identifies your browser. A "cookie" is a small file containing a string of characters that is sent to your computer when you visit a website. We use cookies to improve the quality of our service and to better understand how people use our sites. We do this by storing user preferences in cookies and by tracking user trends and patterns of how people navigate our sites.

Most browsers are initially set up to accept cookies. You can reset your browser to refuse all cookies or to indicate when a cookie is being sent. However, some features or services on our sites may not function properly without cookies.

### **Information sharing**

We **do not rent or sell** your personally identifying information to other companies or individuals. We may share such information in any of the following limited circumstances:

- We have your expressed consent.
- We provide such information to trusted businesses or persons for the sole purpose of processing your request on our behalf. When this is done, it is subject to agreements that oblige those parties to process such information only on our instructions and in compliance with this Privacy Policy and appropriate confidentiality and security measures.
- We conclude that we are required by law or have a good faith belief that access, preservation or disclosure of such information is reasonably necessary to protect the rights, property or safety of BEC (Midlands) Ltd, its users or the public.

In the event of a transfer of ownership of parts of BEC (Midlands) Ltd., such as acquisition by or merger with another company, we will provide notice and ask for your consent before any personally identifying information is transferred and thereby becomes subject to a different privacy policy.

#### **Information security**

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data.

We restrict access to your personally identifying information to BEC (Midlands) Ltd employees who need to know that information in order to fulfill your request or supply our services.

#### **Financial information**

We do **not** keep or store any personal financial information you give us during a credit or debit card transaction. These transactions are conducted through PayPals' virtual terminal over which we have no control except the input of relevant information needed to process your purchase.

#### **Updating your information**

We may ask you, from time to time, to update your information in order for us to accurately control invoicing.

#### **Changes to this Policy**

Please note this Privacy Policy will change from time to time. We expect most such changes to be minor, but there may be changes that are more significant.

Regardless, we will post those changes on this page and, if the changes are significant, we will also provide a more prominent notice. Each version will be noted at the top of the page. Prior versions of this Privacy Policy will be kept in an archive for you to view.

If you have any additional questions, please feel free to contact us at any time.