

# Privacy Policy

## 1. Incorporation of Privacy Policy

- 1.1 **Buffin Leadership International Limited** ('Company') is committed to ensuring that your privacy is protected. This privacy policy ('Privacy Policy') explains how the Company uses the information the Company collects about you and the procedures that the Company has in place to safeguard your privacy.
- 1.2 By using the Company' website [www.buffin.com](http://www.buffin.com) ('Website'), purchasing any products from the Website or utilising any of the services set out in the Website (collectively as 'Services'), you consent to the Company using the information the Company collects about you. If you do not agree with the terms and conditions set out in this Privacy Policy, do not continue to use the Website.

## 2. The information the Company collects and how the Company uses it

- 2.1 When you visit the Website or obtain Services offered on the Website, the Company may collect information including your name, postal address, e-mail address, telephone number, credit card number and expiry date, Services obtained, quantity of products purchased and such other relevant information which the Company deems necessary to process your order in respect of the Services and provide maintenance and support services. Where necessary, the information collected is transmitted in a secure manner to third parties to assist the Company to provide you with the Services requested by you and to maintain the support services of the Company.
  - 2.2 Subject to the terms and conditions of this Privacy Policy, the Company protects all personal and financial data from being disclosed to any third parties except when required by law. In addition, the Company may use your information to assist in the prevention of unlawful activities e.g. money laundering or activities which threaten the Company's Website or is adverse to your or the Company's interest.
  - 2.3 The Company may also use aggregate information and statistics, (but, which will not contain your identifying information) for the purposes of monitoring your usage of the Website in order to help the Company develop the Website and the Services offered by the Company. The Company may provide such aggregate information to third parties.
  - 2.4 The Company may collect information which is based upon your behavior and navigation on the Website. This information allows the Company to carry out internal research on the users' interest, demographics and behavior so that the
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Company can better understand, and in turn provide better information, products and services to you and other customers.

- 2.5 The Company and entities within the Company's group may also wish to provide you with information about special features featured on the Website or any other service or products the Company thinks may be of interest to you.
- 2.6 The Company may also want to provide you with related information from third parties which it thinks may be of interest to you.
- 2.7 If you do not wish the Company to send you any information set out in Clauses 2.3 to 2.7 above, please send an e-mail to davidb@buffin.com.
- 2.8 Subject to the other provisions of this Privacy Policy and such other provisions specified on the Website, the Company will not provide your information to other companies or organisation without your consent.

### **3 . Use of cookies and other information gathering technologies**

- 3.1 The Company uses 'cookies' and other technologies to collect information on site to assist the Company in monitoring the Company's web page flow, promotional effectiveness as well as to promote trust and safety.
- 3.2 Certain features on the Website are only available if you enable the cookie. The Company also uses a cookie to assist it to provide information which is relevant to your interest.
- 3.3 You are free to decline the Company's cookies although that may impair certain features on the Website.
- 3.4 You can delete any cookies from your computer – refer to your internet browser's help files.
- 3.5 The Company may also track certain information through the use of JavaScript code and third party web site analytics providers.

### **4 . Protecting your information**

- 4.1 The internet is not a secure medium. However, the Company has put in place various security procedures and strict policy rules to safeguard and protect your information from unauthorised and unlawful access and use. These security procedures and policy which are of the highest standards are continuously improved.
- 4.2 Notwithstanding the above, it should be appreciated that no system is entirely fool proof and you should be careful when you reveal any confidential information to any third party.

### **5. Sale of Company**

- 5.1 If this Company is sold or integrated with another business, your details may be disclosed to the Company's advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the Company.
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## **6. Updating your details**

- 6.1 If any of the information that you have provided to the Company changes, for example if you change your e-mail address, name or payment details or if you wish to cancel your order, please let the Company know the correct details by sending an e-mail to [da-vidb@buffin.com](mailto:da-vidb@buffin.com).

## **7. Other Terms**

- 7.1 Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding your data and its use as set out in this Privacy Policy. However, the Company has taken the steps outlined above to try to improve the security of your information. By using the Website, you consent to these transfers.
  - 7.2 The Company supplies link to other websites. If you click on a link, you are not protected by this Privacy Policy and you are advised to read the privacy policy of the other website as they may differ from this Privacy Policy.
  - 7.3 The Company reserves the right to amend this Privacy Policy from time to time at it deems necessary. In such event, the Company will post such changes on the Website.
  - 7.4 The Company welcomes your views about the Website and its privacy policy. If you would like to contact the Company with any queries or comments please send an e-mail to [davidb@buffin.com](mailto:davidb@buffin.com).
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