

Viimi Limited
Privacy Policy

1. Introduction

- 1.1 This Privacy Policy sets out how we (Viimi Limited) will obtain, store, and process information which we will collect in order to provide Services to you.
- 1.2 If at any time we decide to use your personal information to a manner which is different to that stated at the time that it was collected, we will notify you and you will have the choice to let us know whether we can do this or not.
- 1.3 Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy policy (which is to be read in conjunction with our Website Terms and Conditions of Use and Terms and Conditions of Business).

2. Information we collect

- 2.1 Information will be collected from you when you instruct us to provide the Services or submit an enquiry. The type of information we collect will include your name, address, email address, telephone number, gender, and any other information which identifies you or is relevant in order for us (including our employees, suppliers, sub-contractors or other third parties) to process and deliver the Services.
- 2.2 If you send us personal correspondence, then we may keep a record of it in a file which is specific to you for our own marketing research purposes and to facilitate any future Services you may ask us to carry out.
- 2.3 We may also use cookies on the website. A cookie is a small amount of data which is stored on your computer's hard drive making it easier to identify you and which will be revealed to us when you use the website. If you do not wish your information to be stored in this way you can configure your browser not to accept cookies, although this may hinder the quality of the service provided.

3. Why we collect it

- 3.1 We collect information about you so that we can personalise your use of the website, assist your use of it and improve our Services to you and the use of the website generally.
- 3.2.1 We will collect and use your information to create a database, to understand your needs and provide you with a better service, and in particular for the following reasons:
 - 3.2.1.1 when required in the course of business;
 - 3.2.1.2 internal record keeping;
 - 3.2.1.3 to improve our Services;
 - 3.2.1.4 to periodically contact you for market research purposes, by email, phone, fax or mail;
 - 3.2.1.5 to advise you of any future developments at Viimi Limited;
 - 3.2.1.6 to customize the website according to your interests.

4 Who we disclose it to

- 4.1 We are the sole owner of the information that you provide to us and we will take all necessary steps to comply with the Data Protection Act 1998. Under this Act we will process any information that we receive about you in a lawful and fair manner. We will not disclose your information to any third party unless:
 - 4.1.1 we are specifically required to do so by law;

- 4.2.2 in response to a valid, legal request by a law enforcement or governmental authority;
- 4.2.3 we need to share or send your information to third parties who work with us or on our behalf;
- 4.2.4 we are authorised to do so in writing by you.
- 4.4 You may inform us at any time if you no longer wish us to use your information by writing to us at Viimi Limited, 61 Macrae Road, Bristol, BS20 0DD, or by email to izabela@viimi.co.uk.

5 Accessing and updating your personal information

- 5.1 We are registered with the Information Commissioner in the UK as a “data controller” in accordance with the provisions of the Data Protection Act 1998.
- 5.2 You may at any time request details of the information that we hold about you. An official fee of £10 is payable to Viimi Limited. If you want to make a request, please write to us.
- 5.3 If you believe that any of the information we hold about you is incorrect or needs to be updated we ask you to inform us of this in writing.

6 Security

- 6.1 We will take all necessary and appropriate steps to protect your information both online and offline.
- 6.2 No data transmission over the Internet can be guaranteed to be totally secure. As a result, whilst we strive to protect your personal information, we cannot ensure or warrant the security of any information which you send to us, and you do so at your own risk.

7 Third Party Websites

- 7.1 The website may contain links that make it easy for you to visit other websites. If you use the links to leave the website and visit a website operated by a third party, we do not have any control over that website. Accordingly, we cannot be responsible for the protection and privacy of any information which users have provided while visiting such websites. Users should exercise caution and look at the privacy statement applicable to the website in question.