

# Selpac Privacy Statement

Selpac has created this privacy statement in order to demonstrate our firm commitment to privacy.

These Web sites are owned by Kevin Bolton. As the central administration for the Web sites is based in the UK we apply UK law to the privacy principles. This Privacy Statement also applies to any other Web sites we may establish in the future, in any location, and which are not specifically named here.

## Why We Collect Private Information

The Selpac, contact and enquiry forms require users to provide private information (e.g. name and e-mail address). Selpac uses this information to:

- send users information concerning Selpac and its products, or its business partners and their products;
- Process payment for goods or services;
- Verify eligibility for access to secure areas of the site; and
- Contact the user when Selpac considers that it is necessary to do so.

The Web Server upon which the Selpac site is hosted also collects data such as your originating IP address or domain, the time of your visit, the pages you view, how long you stay, and other generalized information. This data is analyzed to generate statistical reports, which help Selpac to detect traffic patterns and potential errors. This helps us to build a better Web site that is more useful and error free for our visitors. Except for tracing specific errors or malicious attacks upon the Web server this data is not analyzed to identify a particular person or entity.

## Confidentiality Assured

It is the Selpac policy that personal information is treated as private and confidential. Subject to disclosure to third parties, any personal information you may provide is stored in a secured location, is accessible only by designated staff, and is used only for the purposes for which you provided it (such as to reply to your inquiry or to handle your complaint).

## Release of Information to Third Parties

Personal information will not be released to any other third parties (such as an Selpac Business Partner) except to progress the matter for which you provided the information in the first instance unless the release of your personal information is required by law or is pertinent to governmental or judicial investigations or proceedings.

'Business Partners' are defined as Distributors, Resellers, or Channel Partners of Selpac with each one delivering varying levels of goods or services depending upon their relationship with Selpac.

The Selpac Web sites may contain links to other, external Web sites. Operation of these links will not cause your personal information to be transmitted to these sites. Likewise, Selpac cannot be held responsible for the Privacy Principles of other entities.

## Security

This site has security measures in place to protect the loss, misuse and alteration of the information under our control. However, it is up to users of the demonstration area to be aware that this is a public site and as such any sensitive information should not be placed on the site and that any data placed in a public area should be removed by the user.

Customers of Selpac should be aware that their rights under the Data Protection Act apply and the owners of the Selpac framework should ensure that their employees are aware that personal information can be stored on them and accessed electronically. The employers should make sure that each employee is aware of this fact.

## Update of Personal Information

You may gain access to personal information we receive from you in accordance with the Data Protection Act.

If you feel that we have received erroneous information or you wish to change any details of the information you have previously submitted you should contact Selpac at [info@selpac.co.uk](mailto:info@selpac.co.uk)

## Choice/Opt-Out

Provision of personal information will be taken as consent to receiving communications from Selpac and business partners. If you previously agreed to receive communications but no longer wish to, contact Selpac at [info@selpac.co.uk](mailto:info@selpac.co.uk) and request that you should no longer be sent anything and that your details be removed from our system.

If you do not wish to have personal information used or stored by Selpac, its subsidiaries, or its Business Partners, do not use any of the registration or inquiry forms which disclose such information. By choosing not to disclose personal information you are warned that Selpac, its subsidiaries, or its Business Partners, may not be able to provide the goods or services you require.

## Disclaimer

Selpac will use all reasonable endeavours to protect and keep confidential any personal information in its possession in relation to its customers, registered members, subscribers, Web site visitors, or anyone else who has submitted personal information to it. If confidential or personal information is accessed by a third party, whether by negligence or otherwise of Selpac, its agents, suppliers, contractors, related bodies corporate, affiliates or associated parties, to the extent permitted by law, Selpac is not liable for any loss, damage, costs, or liability.

As we are constantly improving our Web site(s) and the tools you can use to submit and/or manage the data that you provide to us, please refer to this page from time to time to see any new information regarding them.

## More Information

Selpac reserves the right to alter this privacy statement without prior notice. Please refer to this page for the latest available information regarding the privacy practices of Selpac Web site(s).

As stated in the first paragraphs Selpac applies English law to the privacy principles of its Web site(s).