

Privacy Policy

This website, janethswinney.com or janethswinney.co.uk, (the "Site"), is operated by Janet Swinney. In this Privacy Policy references to "we", "us", "our", are references to Janet Swinney.

Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page (http://janethswinney.com/wp-content/uploads/2014/10/privacy_policy_eng.pdf) and, where necessary, notified to you by email.

Please check back frequently to see any updates or changes to our privacy policy.

We take the privacy of all of our users seriously.

This privacy policy (the "Privacy Policy") outlines how we treat your personal information and forms part of the terms and conditions of the Site. This Privacy Policy applies only to this Site, and not to the collection and use of personal information by any third party via any website to which there are links on this Site.

We are not responsible for the privacy policies of other websites, and encourage you to be aware when you leave our Site, and to read all applicable terms, conditions and privacy policies when using other websites.

For the purpose of the Data Protection Act 1998, the data controller is Janet Swinney.

Questions, comments and requests regarding this privacy policy and how we use your personal data are welcomed and should be addressed to Janet Swinney via <http://janethswinney.com/contact/>

Consent

Your use of this Site signifies your consent to our collecting and using personal information about you in accordance with this Privacy Policy.

What information do we collect?

You may access this Site's home page and browse the Site without disclosing any personal data. In order to provide you with a range of services, however, we may collect personal information from this Site, from information submitted to us and from other communications.

We may collect and process the following data about you:

- Information you give us. You may give us information about you by filling in forms on the Site or by corresponding with us by phone, email or otherwise. This includes information you provide when you register to use our site, subscribe to any service, search for a product, place an order on our site, enter a competition, promotion or survey and when you report a problem with our site. The information you give us may include your name, address, email address and phone number, and preferences.

Financial and credit card information may be collected by us or our partners for the purpose of processing transactions only and will be processed securely in accordance with industry standards.

- Information we collect about you. With regard to each of your visits to our site we may automatically collect the following information:
 - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, screen resolution details, browser type and version, time zone setting, mobile and network information, browser plugin types and versions, operating system and platform; and
 - information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouseovers), and methods used to browse away from the page and any phone number used to call our customer service number.

How do we use your information?

Any personal data relating to you will be used and recorded by us in accordance with applicable data protection legislation and this Privacy Policy. We may use your personal information to communicate with you, such as to let you know about new features or offerings on janethswinney.com and janethswinney.co.uk, for record keeping purposes, and in aggregate (and therefore anonymously) for market research purposes, to track activity on our site, to publish trends and/or to improve usefulness and content and for any other purpose that we may notify to you and the relevant data protection authority from time to time.

We operate a mailing list to send you janethswinney.com related news. We only send emails to addresses which have been subscribed to the list. If you wish to unsubscribe from the list please click on the unsubscribe link in the email or email us at via <http://janethswinney.com/contact/>

Except as specified below, we will not share, license or sell these email addresses without your express consent.

We reserve the right to disclose your personal information in the following circumstances:

1. to anyone who may take over the running of the Site or subcontractors who operate a part of the Site on our behalf. Any other organisations who access your information in the course of providing services on our behalf will be governed by strict contractual restrictions to make sure that they protect your information and keep to data protection and privacy laws which apply. We may also independently audit these service providers to make sure that they meet our standards;
2. to any law enforcement agency requesting it once we are reasonably satisfied as to the circumstances surrounding the request;
3. or in order to enforce or apply our terms of use Terms & Conditions or terms and conditions of supply of goods or services and other agreements; or to protect our rights, property, or safety, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
4. to comply with applicable laws and lawful government requests;
5. to operate our systems properly or to protect our users and

ourselves.

Except as expressly stated in this Privacy Policy, we will not sell, share, trade or license your personal information to others without your express consent.

Uses made of the information

We use information held about you as follows:

Information you give to us.

We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- to provide you with information about goods or services that you have chosen to receive;
- to notify you about changes to our service;
- to ensure that content from the Site is presented in the most effective manner for you and for your computer or to personalise your experience of the Site in accordance with your choices.

Information we collect about you.

We will use this information:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep the Site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of the Site about goods or services that may interest you or them.

Security

We have strict security protocols in place to protect our customer data from unauthorized access, improper use or disclosure, unauthorised modification, and unlawful destruction or accidental loss. We only allow access to our customer databases when necessary, and then under strict guidelines as to what use may be made of such details. We may ask you for proof of identity before disclosing any personal information to you.

Where we store your personal data

We may use service providers to help us run these sites (or services available on the sites). If we or our service providers transfer any information out of the European Economic Area (EEA), it will only be done with the relevant protection (stated under UK law) being in place.

Access to information

Applicable legislation may give you the right to access information held about you. Your right of access can be exercised in accordance with applicable legislation. Any access request may be subject to a fee of £10 sterling to meet our costs in providing you with details of the information we hold about you.

Cookie Policy

What do cookies do?

Cookies are small, harmless files of letters and numbers that are placed on the hard drive of your computer, smartphone or other device, or in your browser memory if you agree.

We use cookies to make our website faster and easier to use and to generally improve your user experience. Other cookies help us understand how visitors use our website, for example the pages they visit and the links they click on, or tell us which advertisements bring visitors to our website.

What our cookies don't do is store any personal or confidential information about you.

By continuing to browse our site, you agree to our use of cookies as described in this Cookie Policy.

Are cookies safe?

Yes, cookies are harmless text files. They can't look into your computer or device or read any personal information or other material on your hard drive. Cookies can't carry viruses or install anything harmful on your computer.

Why should I keep cookies switched on?

We recommend that you to keep cookies active during your visits to our website because parts of the site rely on them to work properly. If you disable cookies, you will still be able to browse the site, but certain parts of our website may not function correctly and key features may not be available.

How can I manage cookies?

You can restrict, block or delete cookies from the Site at any time by changing the cookie preferences in your web browser settings. As each browser is different, please use your browser's "help" function or your phone or device's manual to find out how to customise your cookie settings. Alternately, for more detailed information on how to manage cookies, please visit <http://www.aboutcookies.org/>

Cookies used on the Site

Like many websites, the Site uses both first and third party cookies, which maybe 'session' or 'persistent' cookies. Session cookies last only for the duration of your visit and are deleted when you close your browser. Persistent cookies, on the other hand, last beyond your browsing session and remain on your computer or device until their set expiry date unless they are deleted.

As well as using cookies from our advertising partners, from time to time we may embed external content from third party websites within our website, such as plugins from Facebook™ and Twitter™. We use these cookies, which maybe session or

persistent, as marketing tools for our own business and to provide convenience tools for our visitors. As this content is created by an external service, we have no direct control over the setting or management of these cookies.

If you would like to change your third party cookie preferences, please check the third party websites for information on how to manage them.

For more detailed information about cookies and how to manage them, please visit

<http://www.aboutcookies.org/>.

Unsubscribe

We hope that you will enjoy using this Site and the services we offer. However, you may request that your personal information is not used in the ways outlined above. This is called unsubscribing, and may be achieved by any of the following methods:

Via <http://janethswinney.com/contact/>

If your personal information changes, or if you believe that the personal data we hold about you is incorrect, you may ask us to correct or update the personal information held by us by via <http://janethswinney.com/contact/>