

## PRIVACY STATEMENT

Your privacy is important to CVB Design. This privacy statement provides information about the personal information that CVB Design collects, and the ways in which CVB Design uses that personal information.

### Personal information collection

CVB Design may collect and use the following kinds of personal information:

- [information about your use of this website (including pages viewed);]
- [information that you provide using for the purpose of registering with the website (including personal details provided);]
- [information that you provide for the purpose of subscribing to the website services (including email addresses and personal details); and]
- [any other information that you send to CVB Design.]

### Using personal information

CVB Design may use your personal information to:

- [administer this website;]
- [personalise the website for you;]
- [enable your access to and use of the website services;]
- [publish information about you on the website;]
- [send to you products that you purchase;]
- [supply to you services that you purchase;]
- [send you statements and invoices;]
- [collect payments from you; and]
- [send you marketing communications.]

Where CVB Design discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, CVB Design may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### Securing your data

CVB Design will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

CVB Design will store all the personal information you provide on its secure servers.

### Cross-border data transfers

Information that CVB Design collects may be stored and processed in and transferred between any of the countries in which CVB Design operates to enable the use of the information in accordance with this privacy policy.

[In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.]

You agree to such cross-border transfers of personal information.

### Updating this statement

CVB Design may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

### Other websites

This website contains links to other websites.

CVB Design is not responsible for the privacy policies or practices of any third party.

### Contact CVB Design

If you have any questions about this privacy policy or CVB Design treatment of your personal information, please write to:

- by email to [EMAIL ADDRESS]; or
- by post to [POSTAL ADDRESS].