

La Fiduciaire Privacy policy

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1 Introduction

1.1 **La Fiduciaire Limited** takes the privacy of your information very seriously. This policy explains how and for what purposes we use the information collected about you via web site La Fiduciaire.com (referred to below as the “**Site**”). Please read this privacy policy carefully. By using the Site and any services we offer via the Site, you are agreeing to be bound by this policy in respect of the information collected about you via this Site.

1.2 If you have any queries about the policy, please get in touch with us using the contact details set out on the web site and we will do our best to answer your questions.

2 Personal information collected

2.1 *We will collect the following personal information from you:*

- 2.1.1 name, a user name, gender, date of birth;
- 2.1.2 e-mail address, postal address, telephone number;
- 2.1.3 your interests;
- 2.1.4 credit card number and expiry date.

2.2 Although it is not compulsory to give us this information, if you do not then we may not be able to provide you with the full range of services the Site has to offer.

3 Use of this information

3.1 *We will use this information in order to:*

3.1.1 administer your accounts with us;

3.1.2 process orders or applications submitted by you;

3.1.3 send you information about our products and services;

3.1.4 verify your identity;

3.1.5 carry out marketing analysis and make general improvements to our Site;

3.1.6 to obtain your views or comments on the services we provide;

3.1.7 contact the winners of our competitions and to help us plan other promotional activity.

4 Sharing this information

4.1 Certain services available on this Site may be offered in conjunction with one of our off-shore business partners.

4.2 The services are corporate services.

4.3 In order for those services to be provided we provide some necessary details about you to our off-shore agents. We tell you about this at the point we collect that information on the Site. Please note that certain services may be unavailable if you do not want to disclose the personal information you are asked for.

4.4 We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, but we will take steps with the aim of ensuring that your privacy rights continue to be protected.

4.5 In addition we may pass your information onto one of our carefully selected business partners or to other carefully selected third parties to enable them to send you information which may be of interest to you but only if you have given us permission to do so. You can tell us to stop this at any time by sending an e-mail to La Fiduciaire.com.

4.6 Other than as set out above, we will not disclose any of your personal information without your permission unless we are required by law to do so (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime).

5 Information automatically collected from your computer

5.1 *Log files/IP addresses:* When you visit the Site our web server automatically records your IP address. This IP address is not linked to any of your personal information. We use IP addresses to help us administer the Site and to collect demographic information for aggregation purposes.

5.2 We may also gather other non-personal information (from which we cannot identify you) such as the type of your internet browser which we use to provide you with a more effective service.

6 Cookies

6.1 When you visit the Site we may store some information (commonly known as a “cookie”) on your computer. Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are specific to the server that created them and cannot be accessed by other servers, which means that they cannot be used to track your movements around the web. Passwords and credit card numbers are not stored in cookies. A cookie helps you get the best out of the Site and helps us to provide you with a more customised service. We use cookies for the following purposes:

6.1.1 we use cookies so that you will not have to re-enter your details each time you visit the Site

6.1.2 we use cookies to track how our site is used and to improve and update our content

6.2 You can block or erase cookies from your computer if you want to (your browser’s help screen or manual should tell you how to do this), but certain parts of the Site are reliant on the use of cookies to operate correctly and may not work correctly if you set your browser not to accept cookies.

7 Information about other products and services

7.1 From time to time we may send you information about **La Fiduciaire Limited’s** services which we think may be of interest to you.

7.2 You can tell us to stop this at any time by sending an e-mail to info@lafiduciaire.com.

7.3 Also, as mentioned above, we may pass your information onto one of our business partners or to other selected third parties to enable them to send you information which may be of interest to you but only if you have given us permission to do so. You can tell us to stop this at any time by sending an e-mail to info@lafiduciaire.com

8 Changes to your details

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied us with, please contact us as set out below you may do so at any time using the “My Details” feature.

9 Use of forums or chat rooms

The Site may from time to time include chat rooms, forums, message boards, and/ or news groups on which you can post information. Any information that you post in these areas becomes public information and you should always be careful when deciding to disclose your personal details as part of that information.

10 Security

We have implemented technology and policies to safeguard your privacy from unauthorised access and improper use we use secure server software (SSL) to encrypt any financial information you need to input before it is sent to us.

11 Linking to third party websites

11.1 We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our Site and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.

11.2 In addition, if you linked to this Site from a third party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

12 Transferring your information outside of Europe

12.1 As part of the services offered to you through the Site, the information you provide to us may be transferred to countries outside of the European Union (“EU”). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU or one of our service providers is located in a country outside of the EU. We also share information between our group companies, which are located in countries worldwide. These countries may not have similar data protection laws to the UK. If we transfer your information outside of the EU in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy.

12.2 If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

13 Contact us

If at any time you would like to contact us with your views about our privacy practices, or with any enquiry relating to your personal information, you can do so by sending an e-mail to us at info@lafiduciaire.com or write to us at **La Fiduciaire Limited 1st Floor, Kestrel House, Primett Road, Stevenage, Herts. SG1 3EE**