

## PRIVACY POLICY:

The Classexe Group inc. Alvajoan.com of Cornwall (We/us below) are committed to protecting & respecting your privacy. This policy, together with our Summary of Conditions of Business, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. For the purpose of the Data Protection Act 1998, the data controller is The Classexe Group of 4 Rosevear Units, Trewithick Road, Breage, Helston, Cornwall, UK TR13 9PZ. Our nominated representative for the purpose of the Act is Mr A J Milner.

Information we may collect from you - We may collect and process via 'Cookies' the following data about you to make our website function better: Information that you provide by filling in forms or requesting services on our sites [www.classexe.co.uk](http://www.classexe.co.uk) and / or [www.alvajoan.com](http://www.alvajoan.com). We may ask you for info if you report a problem with our site. If you contact us, we may keep a record of that correspondence. Details of visits to our site including, but not limited to, traffic data, location data, weblogs & communication data for statistical purposes.

IP addresses - We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Cookies - Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Where we store your personal data - All information you provide to us is stored on secure servers. Any payment transactions will be encrypted. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

Uses made of the information - We use information held about you in the following ways: To ensure that content from our site is presented in the most effective manner for you and for your computer. To provide you with information, products or services that you request from us. To notify you about changes to our service or policies. We may also use your data, to provide you with information about goods and services which may be of interest to you and we may contact you about these with your consent. If you are a new customer, we will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, please let us know when registering.

Disclosure of your information - We may disclose your personal information to third parties: If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Summary of Condition of Business and other agreements; or to protect the rights, property, or safety of The Classexe Group and/or Alvajoan.com of Cornwall, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Your rights - You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by letting us know when registering. You can also exercise the right at any time by contacting us at [info@classexe.co.uk](mailto:info@classexe.co.uk) or in writing to our address as on page 1 of this document. Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. Please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies.

Access to information - The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our admin costs in providing you with details of the information we hold about you.

Contact - Questions, comments and requests regarding this privacy policy are welcomed in writing.