

Privacy Policy

At Synergy-uk we recognise that your privacy is very important to you and we are committed to protecting your privacy. In general you can access the majority of our Services without giving us any information about yourself. However, on occasion we may need information to provide services that you request. We will not provide any of your personal information to other companies or individuals without your permission.

At Synergy-uk we also know that when you provide us with information about yourself, you trust us to act in a responsible manner. We believe this information should solely be used to help us provide you with better service. We have scripted this policy to protect your personal information. Here we present a summary of our policy.

Use of your Personal Information

We use your personal information for four primary purposes;

- To make the site easier for you to use by not making you enter your personal information more than once.
- To help you quickly find services or information on our web site.
- To help us create and deliver content most relevant to you.
- To alert you to product upgrades, special offers, updated information and other new services.

Synergy-uk may send out periodic e-mails informing you of technical service issues related to a product or service you requested. You will not be able to choose to unsubscribe to these mailings, as they are considered an essential part of the service you have chosen.

Protecting your Privacy

Synergy-uk will take appropriate steps to protect your privacy. If you provide any sensitive information (for example, a credit card number to make a purchase), we will take reasonable steps to protect it, such as encrypting your card number. We will also take reasonable security measures to protect your personal information in storage. Credit card numbers are used only for payment processing and are not retained for marketing purposes. We will not provide any of your personal information to other companies or individuals without your permission. We occasionally hire other companies to provide limited services on our behalf, including packaging, mailing and delivering purchases, answering customer questions about products or services, sending postal mail and processing event registration. We will only provide those companies the information they need to deliver the service, and they are prohibited from using that information for any other purpose. Our Web sites may provide links to third party sites. Since we do not control those Web sites, we encourage you to review the privacy policies of these third party sites.

Legal Responsibilities

Synergy-uk will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the ethics of the law or

comply with legal process served on Synergy-uk or the site; (b) protect and defend the rights or property of Synergy-uk and, (c) act in urgent circumstances to protect the personal safety of users of Synergy-uk, its web site, or the public.

Use of cookies

To ensure we are publishing content customers need and want, Synergy-uk collects aggregated site-visitation statistics using cookies. We do not track individuals' use of the site.

Synergy-uk Web sites use cookies for various reasons. Cookies enable us to provide you with a better experience by allowing us to understand what areas of the Web site are of interest to our visitors. The cookie contains information that you chose to provide to that Web site. You are in charge of deciding what information sites know about you. Synergy-uk also use cookies in our Web-based applications. In this situation, a cookie will store useful information that enables our Website to remember you when you return to visit us. Cookies from Synergy-uk websites are encrypted and can only be read by our websites

If you choose to not have your browser accept cookies from the microsoft.com Web site, you will be able to view the text on the screens, however you will not experience a personalized visit nor will you be able to subscribe to the service offerings on the site.

We do not share tracking information outside of Synergy-uk, and do not allow other companies to place clear gifs on our sites.

Security and Data Storage of your Information

Synergy-uk strictly protects the security of your personal information and honours your choices for its intended use. We carefully protect your data from loss, misuse, unauthorized access or disclosure, alteration, or destruction. We will store and process that information in secure databases that are protected in controlled facilities.

Your personal information is never shared outside the company without your permission, except under conditions explained above. Inside the company, data is stored in password-controlled servers with limited access. Your information may be stored and processed in the United Kingdom or any other country where Synergy-uk, its subsidiaries, affiliates or agents are located.

You also have a significant role in protecting your information. No one can see or edit your personal information without knowing your Username and password, so please do not share these with others.

Questions and Contact Information

Synergy-uk welcomes your comments and questions on this statement of Privacy. We are dedicated to protecting your personal information, and will make every reasonable effort to keep that information secure. Questions regarding this statement should be directed to karl.ashford@synergy-uk.com by email or post