



Company Policies

PRIVACY POLICY

Your privacy is critical to us. Likewise, we have built up this Policy with the end goal that you should see how we gather, utilize, impart and reveal and make utilization of individual data.

The following blueprints our privacy policy:

Before or at the time of collecting personal information, we will identify the purposes for which information is being collected. We will gather and utilize the individual data singularly with the target of satisfying those reasons indicated by us and for other good purposes, unless we get the assent of the individual concerned or as required by law. We will just hold individual data for the length of time that is essential for the satisfaction of those reasons. We will gather individual data by legal and reasonable means and, where fitting, with the information or assent of the individual concerned. Personal information ought to be important to the reasons for which it is to be utilized, and, to the degree essential for those reasons, which ought to be exact, finished, and updated. We will protect individual data by security shields against misfortune or burglary, and also unapproved access, duplicating, use or alteration. We will promptly provide customers with access to our policies and procedures for the administration of individual data. We are focused on leading our business as per these standards with a specific end goal to guarantee that the privacy of individual data is secure and maintained.

DATA PROTECTION POLICY

In order to carry out our business and in order to process electronic card payments on your behalf it will be necessary for you to supply us with certain personal information. We do not store any client card information on our computer systems and any personal credit card information is destroyed once the payment has been made and finished. We will only use your personal information as supplied by you to us for the purposes of making payment for (a) advertisements within the digital magazine or (b) to make payment for any award or service otherwise ordered by you the client and in accordance with the Data Protection Act. This includes disclosing your information to third parties, but only where necessary, in connection with fulfilling our obligations to you or as may be required by law. We shall not disclose or sell your information to anyone else for the purpose of sending unsolicited emails, letters or telephone calls. We may use your information individually or collectively with other client information for the purpose of internal reporting and analysis.

AUTHORISATION POLICY

It is not always easy in the first instance to recognise or identify which person or persons have the authority to act on behalf of a business or corporation but the following is a list of questions that could enable all of us to recognise or question whether the person we are speaking to or having a discussion with should be considered the person in authority or to act in a position of authority.



Company Policies

The following are a list of direct questions, used to determine the authenticity of the person claiming to have authority on behalf of the business or organisation.

- ✚ Are you authorised to act or sign orders on behalf of the business?
- ✚ Can I please take a note of your name?
- ✚ Can I make a note of your position within the company or business?
- ✚ What is the trading style of your business, are you
 - a). A sole trader
 - b). A limited company
 - c). A limited liability partnership
 - d). A trading partnership
- ✚ **IF LTD, Ask for Company Registration No. and check Companies House**
- ✚ How long have you been Trading?
- ✚ Do you have a separate registered office to your trading address?
- ✚ Can I take a note of your registered address?
- ✚ How long have you been at your trading address?

If a person can answer all of these questions and they make claim they are authorised to act or place orders on behalf of the Company, then we believe we have communicated with the person who has authority to act.