



Top Position For You Ltd Privacy Policy

Top Position For You Limited (“the Contractor”, “Top Position”, “we”) is committed to ensuring that our Clients’ (“you” “your” “the Client”) privacy is protected. This privacy policy (“Privacy Policy”) explains how we use the information we collect about you via this website and any information collected by email, telephone and/or by post (“Website”) from time to time. In the event that you wish to limit the use of that information, the procedures below explain how this can be done.

Your privacy is important to us and therefore we make every effort to safeguard it through the implementation of this Privacy Policy. We will only use the information you provide about yourself or others when using the Website for the following:

- To answer any query you may have;
- To provide you with the services offered by Top Position;
- To help us improve the services offered by Top Position; or
- To answer any enquiry you may have.

We will only share your information with third parties to the extent necessary to provide you with our services or to answer your enquiry appropriately. From time to time this may include associates and partners of Top Position where this is necessary to deliver our services.

We have a policy whereby we retain e-mail addresses to answer any e-mail enquiries we receive. Any e-mail addresses that we receive shall not under any circumstances be used for any purpose other than to contact you in connection with the provision of the services by Top Position and to inform you of any new services we may offer from time to time.

If you wish to stop receiving emails from us with information about our services, you will be able to opt-out, by sending an e-mail to us at info@toppositionforyou.co.uk with ‘opt-out’ written in the subject box.

By submitting your information to Top Position you consent to the use of that information as set out in this Privacy Policy.

Information collected by us may include:

- Any personal details you provide to us when engaging our services from time to time, such as name, business/Contractor name, address, e-mail address, website details, telephone number;
- Your IP Address or domain name.
- Your website ftp access details including login and password.

We may also retain information relating to transactions you make with us, including details of payments made by credit or debit card, direct debit, bank transfer, cheque or PayPal to Top Position.

Any personal information we collect from the Website will be used in accordance with the Data Protection Act 1998 and other applicable laws. The details we collect will be used:

- To process your request for the provision of the services by Top Position. We will make every effort to ensure that your details remain confidential.
- In certain cases we may use your email address to send you information on other products and services (Such as internet shops or marketing campaigns). In such cases, you will be offered the option to opt-in or opt-out.

“E-mail marketing clients” may use our service to record names, email addresses, and other personal marketing data. It is prohibited to use this information for the purposes of unsolicited e-mails or spam in either of the following situations:

- Where an illegitimate list of information has been created; or
- Where legitimately collected information is used for inappropriate activities.

By accepting Top Position’s Website terms and conditions you have given Top Position your explicit consent to the processing of your personal data by Top Position or its sub contractors or agents.

The Website may from time to time make use of cookies, as follows:

Session Cookie – This cookie is only used during the Customer’s visit to the Website. It is only used to maintain continuity during the Client interaction with the Website and as soon as the browser is closed the session cookie is deleted permanently.

This Privacy Policy only covers this Website and the Services provided by Top Position in connection with the Website. Any other websites which may be linked to our website are subject to their own policy, which may differ from Top Position’s. You have the right to request a copy of any information that we currently hold about you. In order to receive such information please e-mail us your contact details including address. There will be a charge of £10.00 to cover administration expenses.

Various security procedures have been installed as set out in this Privacy Policy. To prevent unauthorised access to your information we have put in place appropriate electronic, physical, and managerial procedures to preserve and make safe the information we collect online. If any of the information that you have provided to Top Position changes, (such as your e-mail address, your physical address, or personal information) please send an e-mail to info@toppositionforyou.co.uk or write to Top Position at 43 Monsdale Drive, Henbury, Bristol, BS10 7ED.

Your personal information will be held on our secure servers.

Data privacy practice is constantly evolving and we therefore reserve the right to revise this Privacy Policy at any time. Your use of this Website constitutes an acceptance of the terms of this Privacy Policy as revised from time to time and appearing on this page of the Website.

Date last Updated: 10-11-2008