



Privacy Policy

Our website uses cookies. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

What information do we collect

We may collect, store and use the following kinds of personal information:

- Information relating to: your computer, visits to and use of our website (including IP address, geographical location, browser type/version, operating system, referral source, length of visit, page views and website navigation);
- information that you provide to us for the purpose of registering with us.
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- any other information that you choose to send to us.

Before you disclose to us the personal information of another person, it is your responsibility to obtain the consent of the named person(s) in relation to the processing of that personal information in accordance with the terms of our privacy policy.

Cookies

A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use Google Analytics to analyse the use of this website, Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. This information is stored by Google and a copy of their privacy policy is available [here](#).

These cookies DO NOT collect personally identifiable or sensitive information (for example email addresses, telephone numbers).

You can opt out of the Google Analytics Advertising Features you use by clicking [here](#).

Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to administer the website, enable your use of the services available on the website, complete your requests re quotes/brochures as requested online, send you newsletters and marketing information that we feel may be relevant to you (you can of course advise us at any time that you no longer want to receive these).



UK Business Solutions
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We will never provide your personal information to any third parties for the purpose of direct marketing.

Disclosures

We may disclose your personal information to our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy and in line with our general business needs.

In addition, we reserve the right to disclose your personal information in regard to any legal matters arising from the use of our website and in relation to any business matters that may end in legal proceedings these include but are not exclusive to: -

- the extent that we are required to do so by law.
- in connection with any ongoing or prospective legal proceedings.
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

External use of published information

In addition, personal information that you submit for publication on the website (like reviews of products or blog comments etc.) will be published on the internet and may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

You expressly agree to such transfers of personal information. If you don't wish for use to use your data/comments on our website, please let us know via E-mail/ in writing and we will update our records.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure password- and firewall-protected servers.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Policy Amendments

We may update this privacy policy from time to time by posting an update on our website, it is your responsibility to check you have the current version, you should check in on our policies page at (<https://www.hattersoffice.com/privacy>) where there will be a message advising of any amends to this or other related policies.

Your Rights

You may instruct us to provide you with any personal information we hold about you, this will be supplied as soon as we are satisfied you have the legal entitlement to receive the information as requested, we may withhold such personal information to the extent permitted by law.



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You may instruct us not to process your personal information for marketing purposes, by sending an email to us. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

Third Party Websites

The website may contain links to other websites. We are not responsible for the privacy policies or practices of third-party websites.

Updating Information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Contact

If you need to discuss any of issues relating to this policy or require further information regarding the use of your personal information, please contact our Director as below:

Sharon Jones

360 UK Business Solutions

Unit 4

106 Richardson St

Stockport

SK1 3JL

Tel: 0330 202 0667

E-mail: sharon@360businesssolutions.com

A handwritten signature in black ink, appearing to read 'Sharon Jones', is positioned above the printed name and title.

Sharon Jones

Director

360 UK Business Solutions Ltd. Registered Office: Unit 4, 106 Richardson Street, Stockport, Cheshire, SK1 3JL. T: 0330 202 0667.
[E:sales@360businesssolutions.com](mailto:sales@360businesssolutions.com). www.360businesssolutions.com

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