

Complete Business Supplies Ltd. Privacy Policy.

Privacy Policy

Complete Business Supplies Ltd are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998) and according to the Which? Web Trader Code of Practice. We do not pass customer details of information to third parties.

This policy explains how we use customer information and how we protect your privacy.

Use of Customer Information

We require certain information to allow us to process your order. This includes your name, address, telephone number, and email address, and Credit/debit card details if required.

Complete Business Supplies Ltd passes personal data, which includes information about your method of payment to the credit or debit card company that issued the card with which you placed your order.

To ensure that your credit, debit or charge card is not being used without your consent, Complete Business Supplies Ltd will (if it feels it is necessary) validate name, address and other personal information supplied by you during the order process against appropriate third party databases. By accepting these terms and conditions you consent to such checks being made. In performing these checks personal information provided by you may be disclosed to a registered Credit Reference Agency which may keep a record of that information. You can rest assured that this is done only to confirm your identity, that a credit check is not performed and that your credit rating will be unaffected. All information provided by you will be treated securely and strictly in accordance with the Data Protection Act 1998.

This information allows us to process your order and to send you confirmation of your order by email. We ask for your telephone number so that we can contact you urgently if there is a problem with your order.

Complete Business Supplies Ltd Newsletter

By subscribing to the Complete Business Supplies Ltd newsletter, we will email you our latest news and information regarding special offers, news, updates and more. For example, we will often give advanced notice of our fantastic sales, so that you can be amongst the first to pick up a great bargain! You will need to provide us with your email address if you wish to subscribe to this service. You can opt out of the email service at any time.

Competitions/Campaigns

We may from time to time run competitions either by ourselves or in conjunction with a trusted partner. When you enter a Complete Business Supplies Ltd competition or other promotional offer, we may ask for your name, address and e-mail address so we can administer the contest and notify winners.

Canvassing

Occasionally we ask you to email us with your opinion on a particular subject, and we may publish a selection of these comments on our web site. However, if you advise us that you do not wish to have your comment and name published, we will not do so.

Security To Protect Your Information

As required by the UK Data Protection Acts of 1984 and 1998, we follow strict security procedures in the storage and disclosure of information which you have given us, to prevent unauthorised access. Our security procedures mean that we may occasionally request proof of identity before we are able to disclose sensitive information to you.

Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive, and enable Complete Business Supplies Ltd to provide features such as remembering your address, so that you don't have to re-enter it each time you place an order (this service is opt-in). Cookies can be deleted from your hard drive if you wish. Most web browsers automatically accept cookies, but you can change your browser settings to prevent that. Even without a cookie you can use most of the features on the web site. Our cookies do not contain any personally identifying information.

Disclosure To Third Parties

Complete Business Supplies Ltd does not sell, trade, or rent your personal information to others. We never disclose information about a customer to any other person or organisation without your consent unless there is an emergency situation that requires it or we are legally required to do so.

Your Consent

In using the Complete Business Supplies Ltd web site, you consent to the collection and use of this information by Complete Business Supplies Ltd in the ways described above.

If you have any further questions about our privacy policy or its implementation, please use the contact form or contact us by mail at the following address:

Postal Address:
Complete Business Supplies Ltd
Unit 5 Elm Square
Lionheart Enterprise Park
Alnwick
Northumberland
NE66 2ES

If we decide to change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it and in what circumstances we disclose it.

If you do not wish to receive any information about us and our services then please email us at sales@cbsworld.co.uk and advise so