



## Privacy Policy

Your privacy is important to us and we will therefore protect your personal information. This Privacy Policy outlines how Business Blvd will process and protect your personal information. In order for us to assist you, we will require you to share information with us. It is vital that you trust us to keep your information confidential and protected.

Business Blvd is there to help other passionate professional individuals to turn their dream of starting their own company into a reality, helping you through every step of the way along the business journey; hence the name "Business Blvd".

### What personal information we collect?

While you use our site, we may collect your personal information or you may provide it to us through our online enquiry form. This information may include, but is not limited to; your name, email address and contact number.

In order for us to send you a quotation or invoice, we may collect publicly available information from the internet. This information may include, but is not limited to; your address or VAT number.

### Use of Cookies

We use "cookies" on our website. They enable us to improve your future visits to our site as well as provide you with a more user-friendly experience.

### What are cookies?

Also known as browser cookies or tracking cookies, cookies are small, often encrypted text files, located in browser directories. They are used by web developers to help users navigate their websites efficiently and perform certain functions.

Due to their core role of enhancing/enabling usability or site processes, disabling cookies may prevent users from using certain websites.

Cookies are created when a user's browser loads a particular website. The website sends information to the browser which then creates a text file.

Every time the user goes back to the same website, the browser retrieves and sends this file to the website's server.

Computer Cookies are created not just by the website the user is browsing but also by other websites that run ads, widgets, or other elements on the page being loaded.

These cookies regulate how the ads appear or how the widgets and other elements function on the page.

### The types of cookies we use

A variety of types of cookies are used on our website. Some are placed by us, while others are placed by advertisers, suppliers or third-party plug-ins. Cookies may be deleted from your device at different times, such as when you leave the site, after a certain period of time or until you manually delete them.



### **We use the following types of cookies on our website:**

Essential cookies – these cookies allow our website to perform its essential functions. Without these, some parts of our websites would not work.

Site analytics cookies – these cookies monitor how our website is performing, and how you interact with it. They are used to determine how best to improve our website or services.

Functional cookies – these cookies remember who you are as a user of our website. They are used to remember any preferences you may have selected, like settings or saving your login details.

### **Deleting cookies**

Cookies are generally automatically accepted by your internet browser; however, you can often change this setting to stop accepting them. You are also able to manually delete cookies.

No longer accepting, or deleting cookies may result in the user not being able to access certain aspects of our website.

### **How we use your Personal Information**

Your personal information may be used to:

- Verify your identity
- Send you a quote or invoice
- Provide you with a service
- Reply to your enquiry
- To improve our service by analysing it for trends
- Send you marketing material

If you sign up for our newsletter, you can unsubscribe at any time and we will remove you from the mailing list.

### **Disclosure of Personal Information**

We will not sell any personal information and will therefore not disclose your personal information to anyone except as provided in this policy.

- We may require to transfer or disclose your personal information to partners, affiliates, agents or suppliers in order to provide you with our service.
- Your personal information may be disclosed to our employees in order for them to fulfil their duties. We ensure that the confidentiality of your personal information is taken extremely seriously and is therefore written into the employment contract.
- There may be times where the law requires us to disclose your personal information.
- In all other circumstances we will not disclose your personal information without prior notice and enabling you to object.



### **Security of Personal Information**

All appropriate and rational measures are taken to ensure your personal information is secure. For instance, all our laptops and phones are encrypted and kept locked when not in use. Having said that, we are not able to guarantee the absolute security of it. Back-ups of your personal information is conducted on a regular basis.

### **Email Inspection**

All emails are inspected to check for viruses or malware, we reserve the right to monitor and inspect all information and material transmitted over our system.

### **Access to and Correction of Personal Information**

Your personal information may be accessed and corrected by getting in touch with us via email.