

1. **Sharing Your Information**

2. We only disclose information to third parties or individuals when obliged to by law, for purposes of national security, taxation and criminal investigations and the following:
3. If you have agreed that we may do so.
4. When we use other companies to provide services on our behalf, e.g. processing, mailing or delivering orders, answering customers' questions about products or services, sending mail and emails, customer analysis, assessment and profiling, when using auditors/advisors or processing credit/debit card payments.
5. And, we will never sell or rent your personal information to other organisations.

6. **What are your rights?**

7. A new data protection law, starting in May 2018, gives everyone a number of very important rights. These are:
8. Transparency over how we use your personal information (right to be informed).
9. Request a copy of the information we hold about you, which will be provided to you within one month (right of access).
10. Update or amend the information we hold about you if it is wrong (right of rectification).
11. Ask us to stop using your information (right to restrict processing).
12. Ask us to remove your personal information from our records (right to be 'forgotten').
13. Object to the processing of your information for marketing purposes (right to object).
14. Obtain and reuse your personal data for your own purposes (right to data portability).
15. Not be subject to a decision when it is based on automated processing (automated decision making and profiling).
16. If you would like to know more about your rights under the data protection law see the Information Commissioners Office [website](#).

17. Remember, you can change the way you hear from us or withdraw your permission for us to processing your personal data at any time by using the form on our '[Contact Us](#)' page.

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