

## **PRIVACY POLICY**

Please read the following privacy policy to understand how we use and protect the information that you provide to Service Graphics Limited (“Us” or “We”). By registering or placing an order on this site, you consent to the collection, use and transfer of your information under the terms of this policy.

### **INFORMATION THAT WE COLLECT FROM YOU**

When you visit, register or order products or services on [www.servicegraphics.co.uk](http://www.servicegraphics.co.uk), [www.jupiterdisplay.com](http://www.jupiterdisplay.com), [www.scanachrome.com](http://www.scanachrome.com), [www.b-s.co.uk](http://www.b-s.co.uk), [www.service-exhibitions.com](http://www.service-exhibitions.com), you may be asked to provide certain information about yourself including your name, contact details (where relevant) and credit or debit card information. We may also collect information about your usage of our website as well as information about you from Emails or letters you send to us.

### **USE OF YOUR INFORMATION**

Your information will enable us to provide you with access to our site and (where relevant) to supply the goods or services you have requested.

It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business. In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the site or our goods or services.

Further, where you have consented, we might also use your information to let you know about other products and services, which we offer which may be of interest to you and we may contact you by post, telephone or fax, as well as by Email. If you change your mind about being contacted in the future, please let me know.

Unless required to do so by law, we will not share, sell or distribute any of the information you provide to us without your consent.

### **SECURITY AND DATA RETENTION**

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

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Registered in England & Wales No 4332146  
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St Ives Company

## ACCESSING AND UPDATING

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## CHANGES TO OUR PRIVACY POLICY

Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through Email notification.

## CONTACT

All comments, queries and requests relating to our use of your information are welcome and should be addressed to:

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