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# Privacy Policy

Overview

We want you to feel confident that when you give us information you can expect us to use it in a secure and private manner. This includes when you use our Website. This Privacy Policy explains how we manage your privacy and security when you use the website at <http://www.hjcollectionsolutions.co.uk> (the “Website“). The Privacy Policy explains:

* What personal information we collect about you
* How we use that information
* Who we may share that information with
* How to access and update your information

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The Website is owned by HJ Collection Solutions Limited. In this Privacy Policy the terms “HJ Collection Solutions Limited“, “we” or “us” refer to HJ Collection Solutions Limited, and its subsidiaries, associates, successors, assigns and transferees.

**What Personal Information We Collect From You**

The information we collect will depend on what information you choose to provide via our website, but it could include your name, phone number, address and e-mail address. It could also include other publicly available personal data, including any which you have shared via a public platform (such as a Twitter feed or public Facebook page).

Our websites are not intended for children and we do not knowingly collect data relating to children.

This list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this Policy.

We will use your personal information to respond to any queries you submit using the online form or by contacting us by other means. We may keep your information and use it to contact you from time to time with details of other services which we think may interest you. By providing us with your address, telephone numbers or email address you consent to being contacted by these methods. We may keep your information for a reasonable period for these reasons. We may need to share your information with our service providers and agents for these purposes, but we will never sell your information to a third party for them to use for their own purposes. We may disclose personal data in order to comply with a legal or regulatory obligation.

**Cookies**

Cookies are small files which are sent by us to your computer or other access device. Cookies can help to improve your experience when you use the Website, and generally help us maintain and improve the Website for all users. On this Website we only use a temporary form of cookies (sometimes known as session cookies). These cookies are not permanently stored on your computer, and they are only used to collect basic information about your visit (e.g. which pages were visited, or what order the pages were viewed). It is not our intention to use cookies to retrieve any personal information about you.

You may choose to stop receiving cookies at any time through your web browser. If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. If you want to stop cookies being stored on your computer in future, please refer to your browser manufacturer’s instructions by clicking “Help” in your browser menu. Further information on deleting or controlling cookies is available at [www.aboutcookies.org](http://www.aboutcookies.org) Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

**IP Address**

We may collect your IP (Internet Protocol) address to help to administer our Website. An IP address is a number that is assigned to your computer when you use the Internet. This information does not contain any personally identifiable information about you. Your IP address is also used to help identify you during a particular session and to gather broad demographic data.

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When someone visits [www.hjcollectionsolutions.co.uk](http://www.hjcollectionsolutions.co.uk) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identity anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website.

**Mailing Lists**

As part of the registration process for our regular newsletters, we collect personal information. We use that information to keep you up to date with regards to our services, to contact you if we need to obtain or provide additional information, to check our records are correct and to check every now and then that you are happy and satisfied with our service. We don’t rent or trade email lists with other organisations and businesses.

We use a third party provider, Pardot for sales force to deliver our newsletter. We gather statistics around email openings and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see Sales force privacy policy. [www.salesforce.com/company/privacy/](http://www.salesforce.com/company/privacy/)

You can unsubscribe to the general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing

[info@hjcollectiosolutions.co.uk](mailto:info@hjcollectiosolutions.co.uk)