

Please read the Terms of Use and Privacy Guidelines carefully before using this Web site. By using this Web site, you indicate your acceptance of the Terms of Use and consent to the use of your personal information as described in the Privacy Guidelines.

## **About Us**

CCPI Inc is a company incorporated in Delaware, USA.

We take the privacy of all our customers and Web site users seriously. These Privacy Guidelines outlines how your personal information will be treated.

Our security and privacy policies are periodically reviewed and enhanced and you should check this page to see our most up to date Privacy Guidelines.

**Information collection** Although you may use most of the services provided through our Web site without disclosing your personal information, in order to provide you with certain services, we may collect and keep a record about you from our website. For example, you may be required to provide certain information such as your name, company name, address, email address, telephone number, fax, and credit card details.

Please let us know if any of your personal information changes or is inaccurate so that we may keep our records up to date.

## **How do we use your information?**

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and these Privacy Guidelines.

We may use the information we collect from you in various ways, including:

- to protect our website and systems against unauthorized access
- to process your subscription and any orders placed by you
- to communicate with you, for example in relation to urgent product recalls
- for record keeping purposes
- for market research
- for product development
- to track activity on our website
- to improve the quality of our service
- for the purposes of any internal reorganization of our Group's business
- to create an individual profile for you so that we can inform you of particular goods that may be of interest to you and to display that information according to your preferences.

In addition, we may send you information of products, services and special offers in which you may be interested.

## **Disclosure of your information**

We will only share your personal information with other member of the Group each of which may use your information as described under the section "How do we use your information?" above.

For on-line purchases, we may pass your information to carefully selected third parties whose services we need to process and deliver your orders, for credit control and debt collection, to maintain our systems or to comply with legal obligations such as law, regulation, warrant, witness summons or court order.

In all cases, we will take great care to ensure that your information is only processed in accordance with these Privacy Guidelines and the law and we only permit your information to be used for authorised purposes.

## **Marketing Information**

You have the right to prevent us sending marketing information directly to you. If you prefer not to receive information from us or from any other organizations to which we may disclose your information, you can opt out of further marketing by selecting this option, writing to us by mail or email. Please note, however, that if you do opt out, we will be unable to keep you informed of new products, services or offers, which may be of interest to you.

In common with many other web site operators, we may use standard technology called 'cookies' on this site. Cookies are small pieces of information that are stored by your browser on your computer's hard drive. Our cookies enable us to identify you and to store information about the products you select between visits. Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored, however if you do turn cookies off this will limit the service that we are able to provide to you.

## **Security**

We take the security of your personal information seriously. We have security procedures in place to protect our customer database from loss and misuse, and only allow access to it when absolutely necessary, and then under strict guidelines as to what use may be made of the personal information contained within it.

This Web site may contain links to other websites. We have no control over and are not responsible for the content of, privacy policies or security of such sites. We recommend that you check the privacy and security policies of each website you visit.

## **Contact us**

If you would like any further information or have any comments about our Privacy Guidelines or any other aspect of our website or service, please contact us.