

Privacy policy

BMAM Limited (“we”) takes your privacy very seriously. We ask that you read this Privacy Policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use your personal data.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is BMAM Limited of Optionis House, 840 Ibis Court, Centre Park, Warrington, Cheshire, WA1 1RL.

This policy applies to information we collect about:

- visitors to our website
- people who do business with us/order our services

1 The information we collect about you

When you do business with us we collect the following personal information from you:

- 1.1 Name
- 1.2 postal address, email address, telephone number;
- 1.3 If you contact us, we may keep a record of that correspondence;
- 1.4 We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them; and
- 1.5 if you are a school doing business with us we will also collect the following:
 - 1.5.1 the name of the school
 - 1.5.2 how many pupils there are
 - 1.5.3 what year groups there are
 - 1.5.4 a contact name of a teacher together with their email address and telephone number.

Occasionally we may receive information about you from other sources (such as credit reference agencies) which we will add to the information which we already hold about you in order to help us (specify purposes, eg provide goods and services).

2 How we will use the information about you

We gather this information to allow us to provide the services requested. The relevant information is then used by us, our agents and sub-contractors to provide you with statements of your account and to communicate with you on any matter relating to the conduct of your account and the provision of the services in general. If you agree, we may also contact you about other products and services we think may be of interest to you.

3 Marketing

We may also wish to provide you with information about any other service or products we think may be of interest to you. If you would rather not receive this information, please send a blank email message to data.bmam@gmail.com. If you agree to us providing you with marketing information, you can always opt out at a later date.

We may also want to provide you with related information from third parties we think may be of interest to you. If you would rather not receive this information, please send an email to data.bmam@gmail.com. If you agree to us providing you with third party marketing information, you can always opt out at a later date.

4 Our use of cookies and other information-gathering technologies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. The information is used to track visitor use of the website and to compile statistical reports on website activity. For further information about cookies visit www.aboutcookies.org or www.allaboutcookies.org. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

5 How we protect your information

We have put in place security procedures and technical and organisational measures to safeguard your personal information.

We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

6 Overseas Transfers

The information you provide may be transferred to countries outside the European Economic Area ('EEA') that do not have similar protections in place regarding your data and restrictions on its use as set out in this policy. However, we will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein. By submitting your information you consent to these transfers for the purposes specified above.

7 Access to your information and updating and correcting your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to data.bmam@gmail.com or send a letter to data.bmam@gmail.com. We may make a small charge for this service.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes, for example if you change your email address, name etc, please let us know the correct details by sending an email to data.bmam@gmail.com or send a letter to BMAM Limited, Optionis House, 840 Ibis Court, Centre Park, Warrington, Cheshire, WA1 1RL. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

8 Your consent

By submitting your personal information you consent to the use of that information as set out in this policy.

9 Changes to Privacy Policy

We keep our Privacy Policy under regular review. If we change our Privacy Policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

10 Disclosure of your Information

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If BMAM Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or terms and conditions of supply and other agreements; or to protect the rights, property, or safety of BMAM Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

11 How to contact us

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments please send an email to data.bmam@gmail.com or send a letter to BMAM Limited, Optionis House, 840 Ibis Court, Centre Park, Warrington, Cheshire, WA1 1RL.

12 Links to other websites

Our website contains links to other websites. This Privacy Policy only applies to this website so when you access links to other websites you should read their own privacy policies.