

PRIVACY POLICY

A2F-Associates Limited is a company limited by shares and registered in England and Wales under the company number: 8642752. Our business address is Alexandra House, Ferry Bank, Southery, Norfolk PL38 0PL and we can be contacted by email at GDPR@a2f-associates.co.uk.

All personal data received by the company is processed in accordance with the General Data Protection Regulation 2016/679 (the GDPR).

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we may collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We may also collect personally identifiable information (including name, email, password, communications); comments, feedback, product reviews, recommendations, and personal profile.

We collect such Non-personal and Personal Information for the following purposes:

- 1. To provide and operate the Services;*
- 2. To provide our Users with ongoing customer assistance and technical support;*
- 3. To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;*
- 4. To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our respective services;*
- 5. To comply with any applicable laws and regulations.*

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to provide services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.

We will generally store the Personal Data that we hold in relation to you for the duration of our relationship with you and for up to 5 years after that relationship ends. You have the right to obtain from us confirmation of what personal information is being held on

our systems and have access to that information as set out in Article 15 of the GDPR. To access your personal data please contact us using the methods detailed below. Please be aware that no personal data will be released to you until we have confirmed your identity which may include a copy of your passport or other identification document. We will only provide to you with information that relates specifically to you and to an address that has been verified as belonging to you. You have the right to request correction to personal information that we hold on our systems and this can be done by contacting us using one of the methods detailed below. You will be required to provide evidence for any inaccuracy in order for it to be corrected.

If you don't want us to process your data anymore, as set out in Article 12(1) of the GDPR then please contact us at GDPR@A2F-Associates.co.uk or send us mail to GDPR-Officer, Alexandra House, Ferry Bank, Southery, Norfolk PE38 0PL. United Kingdom

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact us at GDPR@a2f-associates.co.uk or send us mail to GDPR-Officer, Alexandra House, Ferry Bank, Southery, Norfolk PE38 0PL. United Kingdom