



# Privacy Policy

BEMA Ltd. recognises that privacy is an important issue to most individuals accessing the Internet. We want you to know that BEMA Ltd. understands your concerns and is committed to providing the information on [www.bema.co.uk](http://www.bema.co.uk) in a manner that respects your concerns about privacy. For that reason, BEMA Ltd. has developed the following privacy policy for use with [www.bema.co.uk](http://www.bema.co.uk). This policy describes what kind of information we collect from users of [www.bema.co.uk](http://www.bema.co.uk) and how that information is used.

By agreeing to the terms and conditions of use of [www.bema.co.uk](http://www.bema.co.uk), you specifically agree to the collection, storage, dissemination and use of this information, including personal data, as described.

If you are asked to provide information in order to access this Site or certain information, materials, products or services on [www.bema.co.uk](http://www.bema.co.uk), you need to view the terms and conditions relating to the collection of such data. The information you provide in such circumstances may include personal data (as defined below), and the collection, storage, use and dissemination of such personal data may be regulated by law.

## Personal Data Obtained

You may be asked to provide personal data to BEMA Ltd. on [www.bema.co.uk](http://www.bema.co.uk) to enable you to access, or improve [www.bema.co.uk](http://www.bema.co.uk) and/or the information, materials, products and/or services available through [www.bema.co.uk](http://www.bema.co.uk). For purposes of this Agreement, "personal data" shall mean the information provided as part of your [www.bema.co.uk](http://www.bema.co.uk) or BEMA Ltd. and other information related to you, which is provided by you from time to time (or collected by BEMA Ltd.), electronically, manually or via telephone. Such information is provided or collected to enable you to access, or improve [www.bema.co.uk](http://www.bema.co.uk) and/or the information, materials, products and/or services available through [www.bema.co.uk](http://www.bema.co.uk). Specific examples of personal data for which you consent to BEMA Ltd. collection, retention, use, your name, address, telephone number(s), fax number(s), e-mail address(es), credit card, debit card, other payment and/or financial information which may amount to sensitive personal data.

## Use of Personal Data Obtained

Subject to mandatory applicable law, personal data you submit through [www.bema.co.uk](http://www.bema.co.uk) may be collected, retained and used by BEMA Ltd.

For the above-mentioned purposes, personal data will be stored in databases maintained by BEMA Ltd. in the United Kingdom.

Databases shall be maintained in secure stand-alone servers located in controlled and secure areas. Personal data that is stored electronically shall be backed up periodically. The backup data shall be retained in a second controlled and secure area.

Your IP address is visible to us when you visit [www.bema.co.uk](http://www.bema.co.uk). An IP address is a number automatically assigned to your computer whenever you are connected to the Internet. Your IP number is visible to most of the web sites that you visit. We only use IP numbers to diagnose problems with our servers, to administer [www.bema.co.uk](http://www.bema.co.uk) and to collect statistics relating to usage of [www.bema.co.uk](http://www.bema.co.uk).



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## **Privacy Practices of Third Parties**

BEMA Ltd. are not responsible for the privacy practices of third parties who may provide access or links to [www.bema.co.uk](http://www.bema.co.uk) (or portions thereof), or the information, materials, products and/or services available on [www.bema.co.uk](http://www.bema.co.uk), or for the privacy practices of third parties who may be accessible via link from [www.bema.co.uk](http://www.bema.co.uk) to another web site. Please check with these sites to determine their privacy policies. BEMA Ltd. makes every effort to secure the information you provide via [www.bema.co.uk](http://www.bema.co.uk). However, it may be possible for third parties to obtain information as a result of users visiting [www.bema.co.uk](http://www.bema.co.uk) and to use this information for purposes other than those for which the information was provided. BEMA Ltd. cannot be held responsible for the acts of third parties in this regard.

## **Reviewing and Changing Information**

BEMA Ltd. is the data controller responsible for processing your personal data. In accordance with applicable data protection laws, you are entitled, upon request to us to receive information on your personal data and to inform us of any false or incorrect data. If any personal data is incorrect, you may change personal data online in the appropriate section of [www.bema.co.uk](http://www.bema.co.uk) or request a correction by contacting [www.bema.co.uk](http://www.bema.co.uk). We will take all reasonable steps to ensure that such data are rectified or erased and, as a general rule. In addition, we may send you questionnaires or notices containing certain personal data for your review and correction. If sensitive data are not obtained directly from you, you will be informed prior to processing of such personal data and your consent, which may be revoked at any time, will be sought for such processing.

## **Amendment of this Privacy Policy**

We may amend this Privacy Policy from time to time in order to reflect changes in laws and regulations or to reflect our changing practices.