

## **Privacy Policy**

This website and its subdomains belong to Swan Multimedia Ltd. PO Box 43, Belper, Derbyshire DE56 0LS.

Your right to privacy is very important to us and we are committed to protecting the privacy of those using our Sites and the confidentiality of the personal information that Site users provide.

We take appropriate technical and organisational security measures to safeguard your personal information and we are registered under the Data Protection Act 1998 and comply with the Act in all our dealings with your personal data.

Swan Multimedia and our associates operate a Zero Spam Policy so any personal information you give to us will only used to contact you about an order or to respond to an enquiry. From time to time, we may update you on new items, special offers and competitions but only with your permission. When you place an order, we may need to know your name, billing address, delivery address and credit/debit card details. This allows us to process and fulfil your order and enables us to contact you regarding the order. To fulfil your order, your delivery address will be given to our courier, We would only disclose your information if required by law. The services and information available to you will be governed by the relationship you have with us. By using this site, you consent to allow all the above uses of your data.

We reserve the right to make changes to this policy from time to time as necessary. Your continued use of this site following the posting of any such changes to these terms will mean you accept the changes.

You have the right to a copy of the personal information Swan holds about you and to have any inaccuracies corrected. We charge £10 for information requests please address requests to The Data Protection Officer, info@swan-multimedia.co.uk or to Swan Multimedia Ltd. PO Box 43, Belper, Derbyshire DE56 0LS.



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