



Morce Limited PRIVACY POLICY

(Version 1.2 applicable from 9 September 2020)

At Morce Ltd we are committed to protecting and respecting your privacy and data.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

This Policy may be changed / updated from time to time so please check this page occasionally to ensure you are happy with any changes.

By using our website, you're agreeing to be bound by this Policy.

If you have any questions regarding this Policy please contact us by emailing info@morce.co.uk

Information we collect

We obtain information about you when you use our website, for example;

- When you complete the Contact Form.
- When you purchase a product from our store.

The information we collect might include your name, address, email address and information regarding what pages are accessed and when.

If you purchase one of our products online, **your card information is NOT held by us**, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

Use of 'Cookies'

Like many other websites, the Morce website uses cookies, however, we try to minimize the cookies we use and mainly use **strictly necessary cookies**. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better, more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit your browser website. Turning cookies off may result in a loss of functionality when using our website.

Main Cookies used on our site

Google Analytics

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site.

The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors to the site have come from and the pages they visited.

For more information on Google Analytics' Privacy Policy visit here

- <http://www.google.com/analytics/learn/privacy.html>

How we use your information

We may use your information to:

- Contact you regarding queries raised in the Contact Form.
- Process an order you have submitted and send you information directly related to this.
- Carry out our obligations arising from any contracts entered into by you and us.
- Notify you of changes to our services.
- Send you communications which you have requested and that may be of interest to you.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, Agents, Subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

Please be reassured that we will not release your information to third parties beyond the company, unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other

crime, nor will we release your information to third parties beyond the company for them to use for their own direct marketing purposes.

When you are using our secure store pages, your payments are processed by a third party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

Your choices

You can choose whether or not you wish to receive information from us. You have to actively 'OPT IN' to marketing emails, so do not need to do anything if you do not want to receive direct marketing communications from us.

If you choose to 'OPT IN' to marketing emails, you can opt out at any time. All marketing emails offer the option to unsubscribe or you can email 'Unsubscribe' to info@morce.co.uk.

How you can access and update your information

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by sending an email to info@morce.co.uk and request the information held about you.

Right to erasure

You have the right to request erasure of your personal data held by us. To do this please email info@morce.co.uk. We will process this request unless there is a legitimate reason why we cannot do this. This includes where GDPR is super-ceded by other laws governing the details obtained.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information is encrypted and protected with 128 Bit encryption on SSL. A secure web page is usually identifiable by the web browser displaying a symbol, usually a lock icon.

Other details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

Where we have given (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Profiling

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you (If you have opted to be contacted). We may also use your personal information to detect and reduce fraud and credit risk.

Links to other websites

The Morce website may have links to third party sites that are not owned or controlled by Morce. Morce holds no responsibility for, and does not verify the content, practices, Terms and Conditions or Privacy Policies of any third-party site or resource.

We strongly recommend any user of the Morce website reads all third-party Terms and Conditions and Privacy Policies.

In addition, if you linked to our website from a third party site, we cannot be responsible for the Privacy Policies and practices of the owners and operators of that third party site and recommend that you check the Privacy Policies of that third party site.

18 or Over

You must be 18 or over to use our services or purchase products from us.

Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in September 2020.