

Privacy Policy

This policy covers all users who register to use the **LifespanSBEM** website. The **LifespanSBEM** website is operated by Property Tectonics Limited which is committed to protecting your privacy when you are using our online services.

Collection and Use of Personal Information

During our registration process, we ask for personal information which both identifies you and enables us to communicate with you.

We will use the information you provide for the following purposes only:

- To supply to you services requested via the website.
- To send statements and invoices to you, and collect payments from you.
- To send you newsletters and details of offers and promotions in which we believe you will be interested.
- To perform other such general marketing and promotional activities focused on our products and services. We may also register you for our other services which we feel may be useful or of interest to you.

This privacy policy covers the **LifespanSBEM** website only at <http://www.lifespansbem.com> but other links within this site to other websites or framed third party sites within **LifespanSBEM** are not covered by this policy. We may continue to use your personal information for a period after you cease being a registered user.

Disclosure

We will not disclose your personal information with any other party except in the following instances:

- Where we are required to do so by relevant law / legislation or if we are ordered to do so by a court or other similar body.
- As we may think necessary to protect our legal rights.

Consent and Choice

If you choose not to register or not provide personal information, you may still visit the **LifespanSBEM** website but you will not be able to access the restricted areas available to registered users. By completing the registration process, you accept the Terms and Conditions described and consent to our using your information accordingly.

Access

We have provided an administration service (your account) where you can review your personal information at any time to ensure it is correct and current. You will be able to update, correct, change or delete inaccurate details. You have the right to ask for a copy of your personal information on payment of a small fee.

Security

We have taken appropriate measures to ensure that your personal information is not unlawfully processed. **LifespanSBEM** uses industry standard practices to safeguard the confidentiality of your personal identifiable information, including "firewalls" and Secure Socket Layers. **LifespanSBEM** treats data as an asset that must be protected against loss and unauthorized access. However, no information transferred over the Internet or wireless network can be guaranteed to be completely secure. We employ many different security techniques to protect such data from unauthorised access by users inside and outside the company.

Cookies

Our website creates a single cookie on your machine containing session and state information. The information within this cookie does not include any personal or financial information. Our website requires cookies to be enabled in the web browser and in any third party security programs to allow tasks such as registering, logging in. Please be aware that should cookies be disabled or blocked by third party software, many of the features of the website will be impaired or unavailable.

For general information regarding cookies, please visit

http://en.wikipedia.org/wiki/HTTP_cookie

Questions

If you have any questions about this privacy policy, or the use of your personal information, or if you wish to request us to stop using your information in any way, please write to:

Data Protection Officer
Property Tectonics Ltd
Heywood Hall
Bolton Road
Pendlebury
Manchester
M27 8UX

If you have any questions for **LifespanSBEM** relating to privacy, please send them to this address.

Changes to this policy

If we decide to change this privacy policy, we would post such changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.