

Church:/Advance Privacy Policy

Toucan.Biz Limited t/a Church:/Advance (öChurch:/Advanceö) is committed to ensuring that your privacy is protected. This privacy policy (öPolicyö) explains how we use the information we collect about you via this website (öWebsiteö). In the event that you wish to limit the use of that information, the procedures below explain how this can be done.

Your privacy is important to us and therefore we make every effort to safeguard it through the implementation of this Policy. We will only use the information you provide about yourself or others when using the Website for the following:

- To provide you with the services offered by Church:/Advance;
- To help us improve the services offered by Church:/Advance; and
- To answer any enquiry you may have.

We will not share your information with any third party except to the extent necessary to answer your enquiry. We have a policy whereby we retain e-mail addresses to answer any e-mail enquiries we receive. Any e-mail addresses that we receive shall not under any circumstances be used for any purpose other than to contact you in connection with the provision of the services by Church:/Advance and to inform you of any new services we may offer from time to time. You will be given the option to opt-in when subscribing to the service should you wish to be informed of new services offered by Church:/Advance. Subsequently, if you wish to stop receiving such information from us you will have the option to opt-out, by clicking on the "unsubscribe" link at the foot of every broadcast email that we send which will unsubscribe you if clicked or, in the event that there is more than one list that you subscribe to, you will be taken to a web page where the lists you are subscribed to are all ticked and you may untick the mailing lists that you wish to leave. You may not "unsubscribe" from the Essential Customer Information list as we may need to inform you of planned maintenance work on a server or relay other important information from time to time. Your e-mail address is never shared with third parties.

By submitting your information you consent to the use of that information as set out in this Policy.

Information collected by the website may include:

- Any personal details you provide to us through the subscription process and subsequent uploads of information, such as name, address and e-mail address;
- Your IP Address. This is a string of numbers unique to your computer that is recorded by our web server when you request any page or component on the Website. This information is used to monitor your usage of the Website.

We may also retain information relating to transactions you make with us, including details of payments made by credit or debit card, direct debit or cheque to Church:/Advance.

Any personal information we collect from the website will be used in accordance with the Data Protection Act 1998 and other applicable laws. The details we collect will be used:

- To process your request for the provision of services by Church:/Advance. We will make every effort to ensure that your details remain confidential.
- To send you our newsletter by email if you selected to receive such newsletter. For the avoidance of doubt, your e-mail address is never shared with third parties.

- In certain cases we may use your email address to send you information on other products and services (Such as internet shops or marketing campaigns). In such a case, you will be offered the option to opt-in or opt-out in accordance with this Policy.

•E-mail marketing clients• may use our service to record names, email addresses, and other personal marketing data. It is prohibited to use this information for the purposes of unsolicited e-mails or spam in either of the following situations:

- Where an illegitimate list of information has been created; or
- Where legitimately collected information is used for inappropriate activities.

By accepting Church:/Advance's Website terms and conditions you have given your explicit consent to the processing of your personal data by Church:/Advance.

Two forms of cookie may be used on the Website, as follows:

Type 1 • This is a session cookie and is only used during the Customer's visit to the Website. It is only used to maintain continuity during the customer interaction with the Website and as soon as the browser is closed the session cookie is deleted permanently.

Type 2 • This is optional. Customers who choose to use the 'Remember Me' facility on the Content Management System will be asked to accept a 'permanent' cookie that contains only a reference to their membership identity. Customers will not need to re-enter their password before gaining access to their personal information. In the event that the Customer does not login into the Website for a period of 1 year, this cookie will be deleted and the Customer's login details and preferences will be lost.

This Policy only covers this Website. Any other websites which may be linked to our website are subject to their own policy, which may differ from Church:/Advance's. You have the right to request a copy of any information that we currently hold about you. In order to receive such information please e-mail us your contact details including address. There will be a charge of £10.00 including VAT to cover administration expenses.

Various security procedures have been installed as set out in this Policy. To prevent unauthorised access to your information we have put in place appropriate electronic, physical, and managerial procedures to preserve and make safe the information we collect online. If any of the information that you have provided to Church:/Advance changes, (such as your e-mail address, your home address, or personal information) or you wish to be removed from our mailing list, please send an e-mail to customers@toucan.biz or write to Church:/Advance at 5 Boundary Road, Hove, BN3 4EH.

Your personal information will be held on our secure servers and at the address above.

Data Privacy Practice is constantly evolving and we therefore reserve the right to revise this Policy at any time. Your use of this Website constitutes an acceptance of the terms of this Policy as revised from time to time and appearing on this page of the Website.

Date last Updated: 06 May 2008