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# CAREER DRESSING

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THE CORPORATE CLOTHING SPECIALISTS

## Privacy Policy

Career Dressing is strongly committed to protecting your privacy while interacting with our content, products and services. We want to provide a safe and secure environment to all our clients.

The purpose of this Privacy Policy is to tell you what kind of information we may gather about you when you visit our site, how we may use that information, whether we disclose it to anyone, and the choices you have regarding our use of, and your ability to correct this information. Our policy allows you to choose what kind and how much information you provide to us and to control how we use whatever information you give us. Our goal is to provide you with a satisfying experience while allowing you to control your privacy and to give you a means to voice any questions or concerns you may have.

This policy applies only to Career Dressing and not to other companies or organisations websites to which Career Dressing is linked.

### Collection of information

Information is collected from you primarily to make it easier and more rewarding for you to use our services. Depending on the service you are accessing, you could be asked to provide information such as your name, email address or information about what you like and do not like. It is entirely your choice whether to respond to these questions or not.

Career Dressing collects two types of information. The first type is anonymous information. For instance, we may collect information to tell us that five thousand people visit this Privacy Policy today, but we do not know their names, where they live or their date of birth - they are 'anonymous' to us.

The second type of information that Career Dressing collects is personal information. Career Dressing will collect personal information that lets us know the specifics of who you are such as your name, email address, or postal address, when you provide it to us. With this information, Career Dressing can provide a variety of personalised and enhanced services that are not available to anonymous users. We hope that you will find it beneficial to provide individually identifiable information about yourself to us because it will make our services more valuable to you.

Sometimes, we may specifically ask for personal information about you when you sign up to use a service. Certain information may be required, such as your name, billing address and credit card number in order to provide that service or product to you. This information may also be used to inform you of additional products and services which may interest you. You can choose not to receive such information by advising us in writing.

### Use of anonymous information

Career Dressing automatically gathers anonymous information to monitor the use of the Career Dressing website like the numbers and frequency of visitors to Career Dressing and its areas. We only use such data in the aggregate. This collective data helps us determine how much our audiences use parts of the site, so we can improve the Career Dressing website to assure that it is as appealing as we can make it for as many users as possible. Career Dressing may publish or provide this aggregate data to other people.

## **Use of personal information**

Career Dressing will only use the personal information you have chosen to provide us for the purpose for which you provided it. Career Dressing will not use it for any other purpose without your consent.

## **Disclosure**

There will be occasions where it will be necessary for Career Dressing to disclose your personal information to third parties. Career Dressing may be required by law to disclose the information, or Career Dressing may be required to disclose your personal information to third parties to provide the service you have requested, for example, if you purchase products online, Career Dressing will need to disclose your personal information to third parties in order to bill and deliver your products. However, the disclosure will only be made where it is necessary to fulfil the purpose for which you disclosed your personal information. Otherwise than stated above, we do not disclose personal information that you may give us, such as your name, address, email address or telephone number, to any organisation or person outside Career Dressing unless you have authorised us to do so.

## **No sale of personal information**

Under no circumstances will Career Dressing sell or receive payment for licensing or disclosing your personal information.

## **Interacting with Career Dressing**

Ultimately, you are solely responsible for maintaining the secrecy of your passwords and/or any personal information. Be responsible whenever you are online.

## **Security**

Career Dressing operates secure data networks that are designed to protect your privacy and security.

## **Complaints about privacy**

If you have any complaints relating to online privacy issues on our websites, please notify Career Dressing. While Career Dressing accepts no liability for any material or links posted to the service, we will investigate all complaints.

## **Changes to Career Dressing Privacy Policy**

Career Dressing reserves the right to modify its Privacy Policy at any time and will post changes on this link.