



Privacy and Security Policy

This policy statement sets out how Caledonia Play Ltd. complies with European Union data protection requirements. Any changes to these policies will be posted on our website www.caledoniaplay.co.uk.

At Caledonia Play we take your privacy seriously. Because we gather certain types of information about our customers we want you to understand the terms and conditions surrounding the collection and use of that information. This Privacy and Security Policy discloses the types of information we gather, how we use it and how to correct or change it.

1. How and why do we collect information about you

At certain points during your visit to our website, we may ask you to enter personal details such as your name, address, telephone number or email address. You may also be asked whether you consent to use of that data and for what purposes. We will not use your data except to fulfill a request you make when disclosing those details unless you have consented to receiving further communications from us.

We will only contact you about our special promotions, products, events or news from time to time by email, telephone, fax or other electronic messaging service if you choose to provide your contact details and request that we contact you about our products by ticking the relevant box in your contact details.

2. Collection of personal information

Caledonia Play Ltd. collects personal data from a variety of sources including the www.caledoniaplay.com and www.caledoniaplay.co.uk websites, visitor book, comments forms, competitions, exhibitions, seminars, emails and personal telephone calls. None of this data is collected without the user's permission.

Information that is collected includes names, contact details, preferences and commercial information.

3. Use of personal information

The information is used to provide the recipient with relevant information on Caledonia Play's products and services, a regular newsletter or any other information they requested.

The data is never sold or rented to 3rd parties.

4. Third Party Lists

From time to time Caledonia Play Ltd may acquire data from third parties for use by Caledonia Play Ltd. The lists opt-in and permission gathering mechanism are closely examined to determine they meet all UK and European legal requirements before they are used. The list owner must demonstrate that individuals have been notified of the proposed disclosure and they have given positive consent for this use.

5. Refusal of personal information

The provision of your personal information is entirely optional and intended to help us serve you better.

6. Viewing personal data

At any time you may request to view the personal information that we have stored about you. You may also ask for your data to be corrected, updated, removed or to opt-out of any of our communications. Please contact us at the address below.

7. Data Protection Act 1998 and the Data Protection Registrar

Caledonia Play Ltd are registered with the data protection register and fully comply with the regulations defined by the 1998 act. Our Registration number is **Z1530859**.

8. On-line security

Caledonia Play will treat all your information in strictest confidence and will endeavor to take all reasonable steps to protect your information. We will also endeavour to maintain our website is free from viruses and other malicious or harmful content. However, we cannot guarantee that your use of our website (including any content on it or any website accessible from it) will not cause damage to your computer. It is your responsibility to ensure that you have the right equipment (including antivirus software) to use the Website safely and to screen out anything that may damage or harm your computer. Except where required by applicable law, we shall not be liable to any person for any loss or damage they suffer as a result of viruses or other malicious or harmful content that they access from or via the website.

Data opt in statement

This information will only be used for the purposes for which it was collected and in accordance with the published Data Collection Statement. By entering your information, you accept that we may retain this information and that it may be held by us or any third party company which may be employed to process this information on behalf of Caledonia Play Limited. Personal information will not be held after the relationship between Caledonia Play and you ends, unless and for so long as this is necessary for our accounts and records.

January 2010