

## **SpartaPay: Data Protection Policy**

### **1. Collection of Information**

In the course of providing the service we will need to collect, use and retain details such as your name, contact address, delivery address, your banking details, details of any order you place along with the dates and times of any transactions. We only collect personal information either directly from you or by receiving information from financial institutions or the merchant from whom you are purchasing goods and services. This is done with your consent and we do not intend to collect information which we do not need to carry out the service or to comply with current legislation and other regulations. We do not otherwise actively collect information about our visitors from other sources, such as public records or bodies or private organisations. Your personal data will not be disclosed to any government institution or authority unless required by law.

### **2. Use of Information.**

Information is only used to enable us to carry out our business of providing non-credit based payment systems for merchants.

### **3. Disclosure of Information**

We may share your personal information with the merchant from whom you have purchased goods or services by utilising our services and any banks or other relevant financial institutions, insofar as that is necessary to provide our services in a prompt and efficient manner. The merchants are subject to our Code of Practice.

### **4. Retention of Information.**

Personal information will be retained for a period to enable us to provide repeat customers with the most efficient service and to enable us to comply with our legal obligations, such as money laundering regulations. We will require any third party to whom personal information is released (such as the merchant) to only use the information for the purposes it is released and for no other purpose.

### **5. Cookies.**

We use "cookies" to store personal data or we link information stored in cookies with personal data about specific individuals. We do so only in relation to the provision of our service to merchants. Should you require any further information regarding cookies many sources of information are available online, such as [Cookiecentral.com](http://Cookiecentral.com).

### **6. Contact.**

We will only contact you in relation to our business of processing your payment on behalf of the merchant.

### **7. Child Protection.**

We only intend to provide our services to people over the age of 16 who are resident in the United Kingdom. We do not knowingly collect personal data from children without parental consent.

## **8. Confidentiality/Security.**

We use secure transmission methods when receiving or sharing your personal information. We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification
- Unlawful destruction or accidental loss

All personal information provided is kept on a secure server and all employees and data processors who have access to, or are otherwise associated with, the processing of personal data, are obliged to respect the confidentiality of any personal data received.

## **9. Access to Information.**

You can find out what information we keep about you by accessing our web site using your log-in ID and password. You can also request a readable copy of information which we will provide, within a month, on payment of a £5 charge. To maintain security we may require proof of your identity. We allow you to challenge the data that we hold about you and, where appropriate, you may request that data we hold be corrected or deleted, as necessary.

## **10. Privacy Compliance.**

It is our intention that all our customers are resident in the United Kingdom and so our privacy policy complies with UK and European legislation, in particular the Data Protection Act 1998. ref Z8506084. For further details on your rights under the Data Protection Act 1998 please visit: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

## **11. Support.**

If you have any comments or queries in relation to this privacy policy please contact us by email at [support@spartapay.com](mailto:support@spartapay.com) or by writing to 'Privacy Support', SpartaPay, Arch 29 PO Box 88, Sackville Street, Manchester M60 1QD, UK.