- 1. This website is owned by AABC Limited
 - a. Trigain, Creigiau, Caerdydd, CF15 9LY
 - b. UK Company # 04308014
 - c. ICO Data Protection # ZA315092.
- 2. On this website AABC Limited and its affiliated entities are referred to as "AABC" or "we" or "us".
- 3. The information on this website was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all our legal policies, terms, conditions, nor all aspects of our collection and use of personal information and / or data. However, we are happy to provide additional information or explanations if needed. Any requests for this should be sent to Data.Controller @ AABC.uk.
- 4. Our business is all about providing great services to enable our customers to achieve their aims.
- 5. We aim to behave responsibly in everything we do and to be transparent, fair and ethical in all our dealings with customers, suppliers and everyone with whom we interact. Hopefully we've created an inclusive working environment in which all our people feel free to be themselves.
- 6. Force Majeure AABC shall not be held to be in breach of its obligations hereunder, nor liable to you for any loss or damage, which may be suffered by you, or another party, due to any cause beyond its reasonable control; including without limitation any act of God, fire, storm, flood, lightening, disease, strike, trade dispute, act of terrorism, any act or omission of government or regulatory bodies or communications operators.
- 7. When using our website and other services you must agree that we may collect personal information and / or data about and / or from you. We do not knowingly collect personal information or data from people who are under 13 years of age
- 8. By accessing this website, you agree that the laws of England and Wales shall apply to all matters arising from, or relating to, the use and contents of this website or information provided to and / or by you via this website. You also agree to submit to the exclusive jurisdiction in first instance of the English and Welsh legal system with respect to such matters.
- 9. If you do not accept all of this, you should stop using our services immediately!
- 10. We adopt industry appropriate data collection, storage and processing practices and security measures, as well as physical security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information and data.
- 11. All countries in the European Economic Area are required to have a similar standard of protection of personal information and data, it is not always the case outside that area. We may transfer data outside that area where we expect that appropriate organisational and technical measures are implemented.

- 12. We encourage individuals to bring it to our attention if they think that our collection and / or use of personal information and / or data is unfair, misleading or inappropriate.
- 13. To make this website work properly, it may place small data files called cookies on your device. Most modern websites do this too.
- 14. This website may not work as intended without the use of cookies; therefore, we do not offer you the ability, nor choice, to use this website unless you agree to the use of cookies.
- 15. Our cookie-related information is not used to identify you personally and is not used for many other purposes than those described here. As well as our own cookies, this website may also place cookies provided / used by third-parties (see examples below).
- 16. If you do not want to allow these cookies please stop using this website immediately and refer to the instructions of your browser and file management software to locate the files or directories that store cookies on your device, so that you can delete them.
- 17. You can delete all cookies that are already on your device. Some browsers can give you the ability to avoid storing cookies on your device by using their incognito / private browsing options; it's your responsibility to follow the browser providers relevant instructions.
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 - b. Social Media Providers for the ability of users to share content about and on this website.
 - c. Selected Service Providers for the promotion of additional goods and services.
 - d. Security, Management, Maintenance and Content Providers to help maintain / enhance the data, security and performance of the website.
- 19. Some cookie generated information may be transmitted to, used and stored by, servers and services that are not located in the United Kingdom or the EEA.
- 20. We may use external services for processing online payments, we don't store or process any card or bank details on our webservers.
- 21. We will never send unsolicited e-mail messages asking our customers to update or verify their personal and / or security details. We will not telephone you to ask you to update and / or verify your information; in particular asking you to divulge your password. We will always contact you by name, so be suspicious of communications purporting to be from us that use generic greetings such as "Dear customer".
- 22. Your login and security credentials are personal to you and should not be divulged to any other person.
- 23. We will use reasonable efforts to provide accurate and up to date information on this website. This information is for general guidance on matters of interest only. The application and impact of this information can vary widely based on the specific facts and locations involved. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication,

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- b. Not engage in any conduct which is unlawful in the UK, or which may harass or cause distress or inconvenience to any person
- c. Not upload, post, transmit or distribute any material or information
 - i. where you do not own or have the right to use the intellectual property rights in that material
 - ii. which is unlawful in the UK
 - iii. which is potentially harmful, threatening, abusive, libellous, defamatory, pornographic or otherwise obscene, racially or ethnically or otherwise objectionable
 - iv. damaging to the reputation of AABC
- d. Not interfere with, damage or disrupt any part of our website, any equipment, systems or network used to operate our website
- e. Not transmit any data or send or upload any material that contains any harmful programmes or systems that may adversely affect the operation of any system, process, software or hardware
- f. Use current virus checking software
- g. Not re-sell any part of our website.
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 and
 - b. Print or download extracts, or whole pages, for your personal use only, provided that you do not delete any copyright notice(s) from any printouts or downloads.
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 - a. Modify the paper or digital copies of any material you have printed off or downloaded in any way without our prior written consent
 - b. Incorporate any materials, or any part of the materials, from our website as part of any other work or publication, whether in hard copy, electronic, digital or any other form
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This webpage was last amended on 2018-04-19