

## 1. Introduction

- 1.1 SELECT COURIER takes the privacy of your personal data very seriously. This policy explains how and for what purposes we use the personal data collected about you via [www.selectcourier.com](http://www.selectcourier.com) (referred to below as the “Site”). Please read this privacy policy carefully. By using the Site and any services we offer via the Site, you are agreeing to be bound by this policy in respect of the personal data collected about you via this Site.
- 1.2 If you have any queries about the policy, please get in touch with us using the contact details set out at <http://www.selectcourier.com/page/contact> and we will do our best to answer your questions.
- 1.3 SELECT COURIER reserves the right to change this policy from time to time without prior notice by updating this Site. You should check this Site from time to time to ensure that you are aware of the updated version of this Site. This policy is effective from *1 December 2011*.
- 1.4 We are fully committed to fully implement and comply with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance.

## 2. Personal data collected

- 2.1 We will collect the following personal data from you:
  - 2.1.1 name;
  - 2.1.2 company name;
  - 2.1.2 e-mail address, residential or business address, telephone number;
  - 2.1.3 credit card number and expiry date (only be collected if you choose this as a payment option)
- 2.2 Although it is not compulsory to give us these personal data, if you do not then we may not be able to provide you with the full range of services the Site has to offer.

## 3. Use of the personal data

- 3.1 We will use your personal data in order to:
  - 3.1.1 administer your accounts with us;
  - 3.1.2 verify your identity;
  - 3.1.3 process orders submitted by you;
  - 3.1.4 send you information about our services;
  - 3.1.5 carry out marketing analysis and make general improvements to our Site;
  - 3.1.6 obtain your views or comments on the services we provide.

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#### 4. Sharing the personal data

- 4.1 Certain services available on this Site are offered in conjunction with our business partners as set out in the Site.
- 4.2 The services are provision of courier services by one of our carefully selected business partners chosen by you to your clearly designated destination.
- 4.3 In order for those services to be provided you have given us permission to provide necessary personal data about you to our business partners chosen by you when you order our services. In particular, we will share your credit card information with third party service providers (e.g. Paypal) if you choose the credit card payment option. We tell you about this at the point we collect that information on the Site. Please note that certain services may be unavailable if you do not want to disclose the personal data you are asked for.
- 4.4 We may transfer your personal data to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, but we will take steps with the aim of ensuring that your privacy rights continue to be protected.
- 4.5 Other than as set out above, we will not disclose any of your personal data without your permission unless we are required by law to do so (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime).

#### 5. Personal data automatically collected from your computer

- 5.1 IP addresses: When you visit the Site our web server automatically records your IP address. We use IP addresses to help us administer the Site and display a localised service offering to you.
- 5.2 We may also gather other non-personal information (from which we cannot identify you) such as the type of your internet browser which we use to provide you with a more effective service.

#### 6. Cookies

- 6.1 When you visit the Site we may store some information (commonly known as a “**cookie**”) on your computer. Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are specific to the server that created them and cannot be accessed by other servers, which means that they cannot be used to track your movements around the web. Passwords and credit card numbers are not stored in cookies. A cookie helps you get the best out of the Site and helps us to provide you with a more customised service. We use cookies for the following purposes:

6.1.1 we use cookies so that you will not have to re-enter your details each time you visit the Site ; and

6.1.2 we use cookies to track how our Site is used and to improve and update our content.

6.2 You can block or erase cookies from your computer if you want to (your browser's help screen or manual should tell you how to do this), but certain parts of the Site are reliant on the use of cookies to operate correctly and may not work correctly if you set your browser not to accept cookies.

## 7. Information about other services

7.1 From time to time we may send you information about our services which we think may be of interest to you.

7.2 You can tell us to stop this at any time via [www.selectcourier.com/page/contact](http://www.selectcourier.com/page/contact).

## 8. Changes to your personal data

8.1 We aim to keep our information about you as accurate as possible. If you would like to review or change the personal data you have supplied us with, please contact us via [www.selectcourier.com/page/contact](http://www.selectcourier.com/page/contact) or writing to us at SELECT COURIER, P.O. Box 12142, 3004 GC Rotterdam, The Netherlands.

## 9. Security

9.1 We have implemented technology and policies to safeguard your privacy from unauthorised access and improper use.

## 10. Linking to third party websites

10.1 We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our Site and recommend that you check the policy of each site you visit and contact its owner or operator if you have any concerns or questions.

10.2 In addition, if you linked to this Site from a third party site, we cannot be responsible for the privacy policies and practices of the owners or operators of that third party site and recommend that you check the policy of that third party site and contact its owner or operator if you have any concerns or questions.

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**11. Contact us**

- 11.1 If at any time you would like to contact us with your views about our privacy practices, or with any enquiry relating to your personal information, you can do so by contacting us via [www.selectcourier.com/page/contact](http://www.selectcourier.com/page/contact) or write to us at SELECT COURIER, P.O. Box 12142, 3004 GC Rotterdam, The Netherlands.