

INTERNET PRIVACY POLICY

At Serviced Virtual Offices, we understand that privacy is an important issue for visitors to our website (www.servicedvirtualoffices.com) and we are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us. This Privacy Policy contains an explanation of what happens to personal data that you provide to us. Our Privacy Policy should be read in conjunction with our terms of website use.

We do occasionally update this Policy so please do return and review this Policy from time to time. When browsing our website, you are not required to provide any personal information. You will only provide personal information voluntarily when you choose to complete our online Enquiry Form.

Personal Information Collected on Serviced Virtual Offices Website

- On Serviced Virtual Office online Enquiry Form, you will be requested to provide contact information (name, company name, telephone number, email address).
- Information provided on our website is forwarded to a Serviced Virtual Offices agent that will contact you about the services in which you have expressed interest. We may also use your contact information to send you information about other Serviced Virtual Offices products and services.
- Serviced Virtual Offices does not rent or sell visitors' personal information to anyone or other outside companies.

Communications from Serviced Virtual Offices Website

- We will respond to your enquiries and provide information on services you request. We will communicate with you by email or telephone and will make every effort to honour your preference.
- We will occasionally send you information on new products, services, promotions and general information. If you do not want to receive this information, you can opt-out of receiving future mailings by using the unsubscribe link or by emailing us.
- When necessary, Serviced Virtual Offices will send you service-related announcements but if you do not wish to receive them, you may inform us by email.
- Credit card information is used only for payment processing and fraud prevention. Credit card information and sensitive personal data are not used for any other purpose by Serviced Virtual Offices and will not be kept longer than necessary, unless you ask us to retain your credit card information for future purchases.

Sharing of Information

Serviced Virtual Offices does not share your information with any third parties except in the following cases:-

- In the event that Serviced Virtual Offices is sold or acquired, customer information will be one of the assets transferred.
- We reserve the right to disclose information submitted by or concerning any user of Serviced Virtual Offices websites as required by law enforcement action, subpoena, local law or when we reasonably believe that such disclosure is necessary to protect our systems, our business or the rights of others.

Hyperlinks

Serviced Virtual Offices website may from time to time provide links to third-party websites for your convenience and information. By accessing those links you will leave the Serviced Virtual Offices website and enter websites we do not control.

This Privacy Policy does not cover any personal data that you choose to give to unrelated third parties. You acknowledge that we do not monitor or control the information collected by such sites or the privacy practices of any third parties, and we are not responsible for their practices or the content of their sites.

Keeping your information secure

The security of your personal information is important to us; however, no security system is guaranteed to be 100% secure. While we strive to protect your personal information, Serviced Virtual Offices cannot guarantee or warrant the security of our servers nor can we guarantee that information you supply through the Serviced Virtual Offices website will not be intercepted while being transmitted over the Internet. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. When you enter sensitive information (such as credit card information) on our order forms, we encrypt that information using secured socket layer technology).

Changes to this Policy

If there are updates to the terms of this Privacy Policy, we will post those changes and update the revision date in this document, so you will always know what information we collect online, how we use it, and what choices you have. By continuing to use the Serviced Virtual Offices website after any changes are posted, you acknowledge your acceptance of such changes.

Contacting Us

If you have any questions or queries relating to this Privacy Policy, please contact us on 020 8853 9500 or email us at admin@servicedvirtualoffices.com