

## Clear Bookkeeping Ltd website usage terms and conditions

Welcome to the home of Clear Bookkeeping Ltd. By continuing to browse and use our website, you are agreeing to comply with and be bound by the following terms and conditions of use which, together with our privacy policy, govern our relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please discontinue use of the website. The term 'Clear Bookkeeping' or 'us' or 'we' refers to the owner of the website whose registered office is 3 Weavers Close, West Moors, Ferndown, Dorset, BH22 OPG. Clear Bookkeeping Ltd is registered in England & Wales No.07521662. The term 'you' refers to the user or viewer of our website. The use of this website is subject to the following terms of use: The content of the pages of this website is for your general information and use only. It is subject to change without notice. Neither we nor any third parties provide any guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. It shall be your own responsibility to ensure that any services or information available through this website meet your specific business requirements. This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Copyright is prohibited other than in accordance with the copyright notice that forms part of these terms and conditions.

Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence. From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s). Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

### Clear Bookkeeping Ltd

3 Weavers Close, West Moors, Ferndown, Dorset, BH22 OPG

T: 01202 835005 | M: 07841 482322

E: [info@clearbookkeeping.co.uk](mailto:info@clearbookkeeping.co.uk)

[www.clearbookkeeping.co.uk](http://www.clearbookkeeping.co.uk)

Registered in England & Wales | 07521662

## Clear Bookkeeping Ltd website usage terms and conditions

### Privacy policy

This privacy policy sets out how Clear Bookkeeping Ltd uses and protects any information that you give submit when you use this website. Clear Bookkeeping is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### How we use your information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. When you complete the contact form information you provide is essential to understand your needs and provide you with the right service, and in particular for the following reasons: Internal record keeping To improve our services To periodically send subscribers promotional emails about events, special offers or other information which we think you may find interesting using the email address which you have provided. We are committed to ensuring that your information is secure whilst collecting it online.

### Cookies policy

A cookie is a small file that asks permission to be placed on your computer's hard drive. The file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

#### Clear Bookkeeping Ltd

3 Weavers Close, West Moors, Ferndown, Dorset, BH22 0PG

T: 01202 835005 | M: 07841 482322

E: [info@clearbookkeeping.co.uk](mailto:info@clearbookkeeping.co.uk)

[www.clearbookkeeping.co.uk](http://www.clearbookkeeping.co.uk)

Registered in England & Wales | 07521662



## Clear Bookkeeping Ltd website usage terms and conditions

### Cookies policy

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways: if you have previously agreed to us using your personal information, you may change your mind at any time by writing to us. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may send you promotional information about third parties via email and the monthly newsletter. You can update your subscription preferences by opting out at any time by responding to the email. You may request details of personal information that we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to our address as per listed within our terms and conditions. If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible. We will promptly correct any information found to be incorrect.

#### Clear Bookkeeping Ltd

3 Weavers Close, West Moors, Ferndown, Dorset, BH22 0PG

T: 01202 835005 | M: 07841 482322

E: [info@clearbookkeeping.co.uk](mailto:info@clearbookkeeping.co.uk)

[www.clearbookkeeping.co.uk](http://www.clearbookkeeping.co.uk)

Registered in England & Wales | 07521662