



Introduction

The BB Broadway website is owned and operated by BB Broadway

The privacy of our website visitors is very important to us, and we are committed to safeguarding it. This policy explains what we will do with your personal information.

Collecting personal information

The following types of personal information may be collected, stored, and used when using our website and submitting details in our contact form:

- Information about your computer including your IP address, geographical location, browser type and version, and operating system;
- Information about your visits to and use of this website including the referral source, length of visit, page views, and website navigation paths;
- Information, such as your email address, that you enter when you register with our website;
- Information that you enter while using the services on our website;
 1. information contained in any communications that you send to us by email or through our website, including its communication content and metadata;
 2. Any other personal information that you send to us.

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

Using your personal information

Personal information submitted to us through our website will be held on our system and used for operational purposes only such as:

- Administering our website and business;
- Personalizing our website for you;
- Enabling your use of the services available on our website;
- Sending statements, invoices, and payment reminders to you, and collecting payments from you;
- Sending you non-marketing commercial communications;
- Sending you email notifications that you have specifically requested;
- Sending you marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications);
- Dealing with inquiries and complaints made by or about you relating to our website;
- Keeping our website secure and prevent fraud;

We will not, without your express consent, supply your personal information to any third party for their or any other third party's direct marketing.

Disclosing personal information

We may disclose your personal information to any of our employees.

We may disclose your personal information:

- To the extent that we are required to do so by law;
- In connection with any ongoing or prospective legal proceedings;

Retaining personal information

1. This Section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations regarding the retention and deletion of personal information.
2. Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
3. Notwithstanding the other provisions of this Section we will retain documents (including electronic documents) containing personal data:
 1. To the extent that we are required to do so by law;
 2. If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
 3. In order to establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

Security of your personal information

1. We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information.
2. We will store all the personal information you provide on our secure (password- and firewall-protected) servers.
3. You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Amendments

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you understand any changes to this policy. We may notify you of changes to this policy by email or through the private messaging system on our website.

Your rights

You may instruct us to provide you with any personal information we hold about you; by emailing bb-broadway@outlook.com

We may withhold personal information that you request to the extent permitted by law.

You may instruct us at any time not to process your personal information for marketing purposes.

In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

Updating information

Please let us know if the personal information that we hold about you needs to be corrected or updated.

Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive. They make it possible for us to track visitor statistics, such as returning visitors.

This website uses Google Analytics cookies. • These cookies are used to collect information about how visitors use our site. The cookies collect information in an anonymous form, so we don't know who is using our site. We use the information on how people use our website to compile reports and to help us improve the site. You can go to <http://www.google.com/analytics/learn/privacy.html> to find out more about Google Analytics cookies and how to opt-out of them.