

PRIVACY POLICY

Academic Dress Hire Service is committed to the protection of customer data. Only our staff, accountants, auditors, and IT support have access to our business information and we retain only that necessary to meet customer needs. Personal details are kept confidential at all times or deleted from our system at regular periods. Academic Dress Hire Service does not sell, share or in any way communicate our customers' details to anyone else.

No financial data is collected or stored by Academic Dress Hire Service.

SECURITY

We utilize the expertise of website developers and specialists to enable us to keep our data and site as private and secure as possible and we have a process for regular review of security with our website developers. However, it is impossible to guarantee that a security breach cannot occur as more sophisticated methods of criminal activity are attempted over time.

Academic Dress Hire Service uses a secure credit card facility (Direct One) which is fully PCI-DSS compliant to process transactions. This ensures that customer card details are neither collected nor stored by Academic Dress Hire Service.

INFORMATION WE COLLECT

Here is a list of the information we collect, and how it is used:

Basic identification and contact information, such as customer name, student no, e-mail and contact details.

This information is used:

- to provide customers with the academic dress hire service requested
- to enable billing and account management
- to enable us to answer enquiries
- to verify customer identity for security purposes
- to help make our web site as useful and functional to customers as possible

Disclosure to Government and their agencies. We may be required to give information to legal authorities if properly requested and authorized, for example on presentation of a search warrant or court order.

Information requests. At any time a customer can contact us to review or update his/her personally identifiable information. To better safeguard customer information, we will also take reasonable steps to verify customer identity before granting access or making corrections to their information.