

Archive Ambition

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Privacy

Our commitment at Archive Ambition ("ArcAm", "We", "Our", "Us"), is protecting the privacy and security of any personally identifiable information you provide us. This includes information that can be linked to a specific individual, such as a name, address, phone number, or email address.

Send any queries or privacy issues to ArcAm.

This privacy policy explains how we handle and protect your personally identifiable information in accordance with commonly accepted privacy principles.

As needs change, we reserve the right to modify or amend this policy at any time and for any reason. Any material changes to this privacy policy will be posted prior to their implementation. If you would like to ask a question about this policy, you can send it by email or post.

Information we collect

We will only ask for personally identifiable information that is relevant to providing you with products and services. So when you visit our website, or request products or services from us, we may ask for:

Information that identifies you:

- your name, address, phone number/s and other contact details
- payment information, such as credit card number, card holder and other payment details.

Information about requests for products and services:

- the type and quantity of products and services
- options or comments relating to products and services

How we use your information

We use your personally identifiable information for the purpose of responding to and fulfilling your requests for our products and services. This might include:

- maintaining a relationship with you as a valued client of ArcAm.
- providing products and services you have requested from us.
- responding to an enquiry.
- offering you products and services we believe may interest you, but we will not do so if you advise us not to.

Who Do We Share Your Information With?

In the course of delivering products and services, we might provide personally identifiable information about you to organisations outside of ArcAm. Generally, these are organisations that help us with our business.

These may include:

- **Third-party Providers:** We provide personally identifiable information to third parties such as delivery companies for the purpose of providing products and services. This

information is required for third-party providers to fulfil a request in the normal course of business.

- Legal obligations: We may be required, by law, to disclose information you provide us when you obtain products or services from ArcAm. We may also disclose information against someone who poses a threat to our interests (such as an act of fraud) or whose activities could cause harm to others.

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