

## Terms, Privacy & Cookies

January 2019

### Terms

Please feel free to print or download our Forms, Resource or anything else on our website for your personal, educational or internal business use. You just can't use it for any commercial purposes whatsoever.

### Privacy

We do not knowingly collect any information from you when you are using our website.

If you telephone us, we may receive your telephone number and any other information you choose to tell us. If you send us a text, we receive your telephone number and any other information you choose to type into that text. If you send us an email we receive your email address and any other information you choose type into that email.

We won't share/sell/accidentally leave on a park bench any of the above information we may receive from you, under any circumstances.

### Cookies

Cookies are small data files which are placed on your computer or other mobile or handheld device as you browse websites, they are used to 'remember' when your computer or device accessed a website. Big clever companies use them to drive marketing of products and services to you sublimely on their websites.

We just provide payroll services, we are not going to try and sell you anything else, so we don't actively use Cookies in this way. Google Analytics uses Cookies to tell us how many visitors we've had to our website (because let's face it we all want to know how popular we are), but they are anonymous. Otherwise, as far we know the only other thing we use Cookies for, is dipping in our tea.

### Unsolicited Communications

At Kent Payroll Bureaus Ltd we are very happy with our electric supplier, gas supplier, etc, therefore we do not wish to receive any unsolicited sales and telemarketing communications regarding this, or anything else.

To facilitate this we have registered our contact details with [www.tpsonline.org.uk](http://www.tpsonline.org.uk). You are obliged to screen your data against the Corporate TPS Suppression File.

We are here to serve our customers, to do this well and to keep our fees as low as possible, we do not want marketers wasting our time. So, if you do solicit us, we will invoice you £5 for each instance. By making unsolicited sales and marketing communications to us constitutes your acceptance of these terms.

#### Licensed & Regulated by

AAT under Licence Number 5927

#### Qualified by

The Chartered Institute of Payroll Professionals  
Association of Accounting Technicians  
Institute of Certified Bookkeepers  
International Association of Bookkeepers

#### Registered Address

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