



# BPOfficer

## Privacy Policy, Cookie Policy and Website Terms of Use

### 1. Privacy Policy

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Your privacy is important to us. It is BPOfficer's policy to respect your privacy in relation to any piece of information we may collect through the BPOfficer website and other websites that we own and operate.

We request personal information only when it is essential to provide a service.

We do this by fair and legal means with your knowledge and consent. We also inform you why we are collecting it and how it will be used.

We only retain the collected information for as long as it is necessary to provide the requested service. When we store data, we protect it within commercially acceptable means to prevent loss and theft, as well as unauthorized access, disclosure, copying, use or modification. We do not share personally identifiable information publicly or with third parties, except when required by law.

Our website may have links to external websites that are not operated by us. Please be aware that we have no control over the content and practices of these websites and cannot accept responsibility for their respective privacy policies.

You are free to decline our request for personal information, understanding that we may not be able to provide some of the desired services. The continued use of our website will be considered as acceptance of our practices surrounding privacy and personal information. If you have any questions about how we handle user data and personal information, please contact us.

### 2. Cookie Policy BPOfficer

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## **2.1. What are cookies?**

As is commonly practiced on almost all professional websites, this site uses cookies, which are small files downloaded to your computer in order to improve your experience. This page describes what information they collect, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored. However, this may downgrade or 'break' certain elements of the website's functionality.

## **2.2. How do we use cookies?**

We use cookies for a variety of reasons, detailed below. Unfortunately, in most cases, there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this website. It is recommended that you leave all cookies enabled if you are unsure whether or not you need them, in case they are used to provide a service that you use.

## **2.3. Disable cookies**

You can prevent cookies from being set by adjusting your browser settings (see your browser's Help option for how to do this). Please be aware that disabling cookies will affect the functionality of this and many other websites you visit. Disabling cookies will generally result in disabling certain features on this website. Therefore, it is recommended that you do not disable cookies.

## **2.4. Cookies we set**

### 2.4.1. Account-related cookies

If you create an account, we will use cookies to manage the registration process and general administration. These cookies will generally be deleted when you log out of the system. However, in some cases, they may remain later to remember your site's preferences when you log out.

### 2.4.2. Login-related cookies

We use cookies when you are logged in, so that we can remember this action. This prevents you from having to sign in every time you visit a new page. These cookies are usually removed or cleared when you log out to ensure that you can only access resources and restricted areas when you are logged in.

#### 2.4.3. Cookies related to e-mail newsletters

This website offers newsletter or e-mail subscription services, and cookies can be used to remember whether you are already registered and whether to show certain notifications valid only for registered/non-registered users.

#### 2.4.4. Cookies related to order processing

This website offers e-commerce or payment convenience features, and some cookies are essential to ensure that your order is remembered between pages, so that we can process it properly.

#### 2.4.5. Search-related cookies

We periodically offer surveys and questionnaires to provide interesting information, useful tools or to understand our user base more accurately. These surveys may use cookies to remember who has already participated in a survey or to provide accurate results after changing pages.

#### 2.4.6. Forms-related cookies

When you submit data using a form such as the one found on the contact page, cookies can be set to remember the user's details for future correspondence.

#### 2.4.7. Cookies related to website preferences

To provide you with a great experience on this website, we provide the feature of setting your preferences for how this site should run when accessed. To remember your preferences, we need to set cookies so that this information can be called up whenever you interact with a page that is affected by your preferences.

#### 2.4.8. Third-party cookies

In some special cases, we also use cookies provided by trusted third parties. The following section details which third-party cookies you can find on this website. This site uses Google Analytics, which is one of the most widespread and trusted analytics solutions on the web, to help us understand how you use the site and how we can improve your experience.

These cookies can track items such as how much time you spend on the site and which pages you visit, so that we can continue to produce compelling content. For more information about Google Analytics cookies, see the official Google Analytics page.

Third-party analytics are used to track and measure the use of this site, so that we can continue to produce compelling content. These cookies can track items such as the time you spend on the site or the pages you visit, which helps us understand how we can improve the site for you. We periodically test new features and make subtle changes to the way the site looks. When we are still testing new features, these cookies can be used to ensure that you receive a consistent experience while on the site, while understanding what optimizations our users appreciate the most.

As we sell products, it is important to understand the statistics on how many visitors to our site actually make purchases and, therefore, this is the type of data these cookies will track. This is important to you, as it means that we can make accurate business forecasts that allow us to analyze our advertising and product costs to ensure the best possible price.

The Google AdSense service we use to serve advertising uses a DoubleClick cookie to serve more relevant ads across the web and limit the number of times that a particular ad is displayed to you. For more information about Google AdSense, see the official AdSense privacy FAQs.

We use advertisements to offset the costs of running this site and provide financing for future developments. The behavioral advertising cookies used by this website are designed to ensure that you deliver the most relevant ads whenever possible, anonymously tracking your interests and presenting similar things that may be of interest to you. Several partners advertise on our behalf and affiliate tracking cookies simply allow us to see if our customers have accessed the site through one of our partner sites, so that we can properly credit them and, where applicable, allow our affiliate partners to offer any deal they can provide you.

More information

Hopefully this is clear and, as mentioned earlier, if there is anything you are not sure whether you need or not, it is generally safer to leave cookies enabled if you interact with one of the features you use on our website.

This policy is effective September 2020.

## 3. Terms of Use

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### 3.1. Terms

By accessing the BPOfficer website, you agree to comply with these terms of service, all applicable laws and regulations and agree that you are responsible for complying with all applicable local laws. If you do not agree with any of these terms, you are prohibited from using or accessing this website. The materials on this site are protected by the applicable copyright and trademark laws.

### 3.2. License Use

Permission is granted to temporarily download a copy of the materials (information or software) on the BPOfficer website, only for personal, non-commercial transitory viewing. This is the granting of a license, not a transfer of title and, under this license, you may not: modify or copy the materials; use the materials for any commercial purpose or for public display (commercial or non-commercial); attempt to decompile or reverse engineer any software contained on the BPOfficer website; remove any copyright or other notations from ownership of materials; or transfer the materials to someone else or 'mirror' the materials on any other server. This license will automatically terminate if you violate any of these restrictions and may be terminated by BPOfficer at any time. When you finish viewing these materials or after the expiration of this license, you must delete all downloaded materials in your possession, whether in electronic or printed format.

### 3.3. Disclaimer

The materials on the BPOfficer website are provided 'as is'. BPOfficer makes no warranties, expressed or implied, and hereby disclaims all other warranties, including, without limitation, implied warranties or business conditions, suitability to a particular purpose or non-infringement of intellectual property or that of other rights. In addition, BPOfficer does not guarantee or make any representations regarding the accuracy, likely results or reliability of the use of the materials on its website or otherwise related to those materials or on websites linked to this website.

### **3.4. Limitations**

In no event will BPOfficer or its suppliers be liable for any damages (including, without limitation, damage due to loss of data or profit or due to business interruption) arising from the use or inability to use the materials at BPOfficer, even if BPOfficer or an authorized BPOfficer representative has been notified orally or in writing of the possibility of such damage. Since some jurisdictions do not allow limitations on implied warranties, or limitations on liability for consequential or incidental damages, these limitations may not apply to you.

### **3.5. Accuracy of materials**

The materials displayed on the BPOfficer website may include technical, typographical or photographic errors. BPOfficer does not guarantee that any material on its website is accurate, complete or current. BPOfficer may make changes to the materials contained on its website at any time, regardless of notice. However, BPOfficer is not committed to updating the materials.

### **3.6. Links**

BPOfficer has not analyzed all the websites linked to its website and is not responsible for the content of any linked website. The inclusion of any link does not imply endorsement of the website by BPOfficer. The use of any linked website is at the user's own risk.

#### Modifications

BPOfficer may revise these terms of service at any time without notice. By using this website, you agree to be bound by the current version of these terms of service.

#### Applicable law

These terms and conditions are governed and interpreted in accordance with the laws of BPOfficer and you are irrevocably subject to the exclusive jurisdiction of the courts in that state or location.