

PRIVACY POLICY

GENERAL

REPORTZIP IS OWNED BY ZACK MOCTON TRADING AS REPORTZIP (7 HOLDEN ROAD, SALFORD, M74NL).

HOW DATA IS STORED

REPORTZIP OWNS DATA PROVIDED BY CLIENTS, BUT THE DATA IS STORED BY WOOCOMMERCE AND WORDPRESS. WOOCOMMERCE STORE PAYMENT DETAILS, WHEREAS WORDPRESS STORE DATA RELEVANT TO THE 'MEMBER ZONE' ON REPORTZIP.COM (INCLUDING NON-PAYMENT DETAILS OF PREVIOUS ORDERS, LOGIN NAMES AND PASSWORDS ETC). FOR MORE INFORMATION ON HOW YOUR DATA IS STORED, PLEASE LOOK AT THE FOLLOWING WEBSITES: WORDPRESS: [WORDPRESS.ORG/ABOUT/PRIVACY](https://wordpress.org/about/privacy), AND WOOCOMMERCE [AUTOMATTIC.COM/PRIVACY](https://automattic.com/privacy).

HOW WE USE YOUR DATA

REPORTZIP USES DATA STORED BY WORDPRESS FOR WRITING AND KEEPING INVOICES AND FOR REPORTZIP MARKETING PURPOSES. ALL PAYMENT DETAILS ARE STORED BY WOOCOMMERCE AND WILL STRICTLY ONLY BE USED WHEN A CLIENT HAS PROCESSED A FORMAL ORDER. REPORTZIP WILL NEVER DISCLOSE ANY INFORMATION.

REPORTZIP DOES NOT HAVE A REGULAR NEWSLETTER OR ANY SUBSCRIPTIONS.

FOR MORE INFORMATION ON HOW WE USE YOUR DATA, PLEASE CONTACT US ON [REPORTZIP.COM](https://reportzip.com) OR ALTERNATIVELY PLEASE EMAIL [ZM@REPORTZIP.COM](mailto:zm@reportzip.com).

CHANGES TO DATA

IT IS POSSIBLE TO MAKE CHANGES TO YOUR DATA SAVED VIA THE 'MEMBER ZONE' ON [REPORTZIP.COM](https://reportzip.com). IF YOU HAVE ANY MORE QUESTIONS, PLEASE CONTACT US ON THE 'CONTACT US' PAGE ON [REPORTZIP.COM](https://reportzip.com), OR EMAIL [ZM@REPORTZIP.COM](mailto:zm@reportzip.com)

COMPLAINTS OR BREACH OF DATA

FOR ANY COMPLAINTS, PLEASE CONTACT US ON THE 'CONTACT US' SECTION ON [REPORTZIP.COM](https://reportzip.com) OR ALTERNATIVELY YOU CAN EMAIL [ZM@REPORTZIP.COM](mailto:zm@reportzip.com). IN THE HIGHLY UNLIKELY EVENT OF A POTENTIAL BREACH OF DATA, PLEASE REFER TO THE WOOCOMMERCE AND WORDPRESS LINKS ABOVE (HOW DATA IS STORED SECTION) AND CONTACT US IMMEDIATELY.

VAT AND INVOICES

REPORTZIP IS AN INDIVIDUAL COMPANY AND IS NOT CURRENTLY REQUIRED TO CHARGE VAT. PLEASE CONTACT US FOR MORE INFORMATION. INVOICES ARE AVAILABLE UPON REQUEST.

LAST EDITED

THIS DOCUMENT WAS LAST UPDATED 10TH AUGUST 2022