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**It is important that you read this page as it contains important information regarding accessing our website.**

By accessing this website you agree to the terms and conditions set out below:

## **1 General**

**1.1** This website is published by Rawlence and Browne Ltd. The following statements apply to this website.

**1.2** This website is issued in the United Kingdom and is intended for the information and use of United Kingdom residents only.

## **2 Content**

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**5.1** This website may provide links to other websites from time to time. Linked sites are not under our control and the provision of a linked site is not evidence of any endorsement by us of the material held there. We do not accept responsibility in any way for the content of any linked site, or any link contained within a linked site, or for any material you may encounter when you leave this website (whether knowingly, or not).

## **6 Emails**

**6.1** We do not guarantee that any email sent to us will be received or that the contents will remain private during transmission. If you are concerned about this please consider other means of communication. You are responsible for ensuring any electronic message or information you send to us is free from any virus or defect that may harm our systems in any way.

## **7 Personal Data**

**7.1** We will use any personal data you have given to provide product and service information requested and to keep you informed of any changes to that information. Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will comply with the Data Protection Act 1998. We endorse and adhere to the Data Protection principles as set out in the Data Protection Act 1998. These principles are designed so that we undertake to ensure your data is:

- Fairly and lawfully processed
- Processed for limited purposes and not in a way incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Not kept for longer than is necessary
- Processed in line with the data subject's rights
- Kept secure
- Not transferred to a country which does not have adequate data protection laws

**7.2** When we collect any personal data from you, we will inform you why we are collecting your data and what we intend to use it for.

**7.3** We may need to pass your details to another company outside of Rawlence and Browne Ltd purely to transact your requests effectively. However, your data will not be passed outside of Rawlence and Browne Ltd for any other purpose.

## 8 Privacy

**8.1** We process personal information for certain legitimate business purposes, which include some of the following:

Where the process enables us to enhance, modify, personalise or otherwise improve our services/communications for the benefit of our customers

- to identify and prevent fraud
- to enhance the security of our network and information systems
- to better understand how people interact with our websites
- to provide postal communications which we think will be of interest to you
- to determine the effectiveness of promotional campaigns and advertising.

Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard and take account of these rights. You have the right to object to this processing if you wish, and if you wish to do so contact us on: [office@rawlenceandbrowne.co.uk](mailto:office@rawlenceandbrowne.co.uk) Please bear in mind that if you object this may affect our ability to carry out tasks above for your benefit.

## 9 Cookies

**9.1** This website uses cookies. A cookie is a small text file stored in your computer containing text data. We use cookies for certain functions to improve the usability of the website. These cookies do not contain any personal information about you. However, enabling cookies in your web browser is necessary if you wish your selections to be remembered for future visits on the same computer. Most web browsers allow some control of most cookies through the browser settings. For more information about cookies and instructions on how to adjust your browser settings to restrict or disable cookies, see the IAB website at [www.allaboutcookies.org](http://www.allaboutcookies.org)

The terms of, and the use of, this website shall be governed by English law.

## 10 Analytics

**10.1** This website uses Google Analytics to help analyse how our visitors use the site. The tool uses cookies to store information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. A different cookie is used for each website, and visitors are not tracked across multiple sites. The information generated by the cookie about your use of the website (including IP address) is transmitted to Google. This information may then be used to evaluate visitors' use of the website and to compile statistical reports on website activity for

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