



# Privacy Policy

**Note: This should be read in conjunction with our other policies available on our website, under 'Quick Links' accessed from the footer menu.**

This privacy notice provides information about the ways in which Fenton & Scott collects, stores, shares or keeps personal information. Fenton & Scott holds and processes your 'personal data' in order to give you the full benefits of the services we offer. This privacy policy provides the information we are required to give in relation to the processing of personal data under UK law.

## Providing Personal Information

If you complete any web form or profile update on the site and share your personally identifying information, it may be used to provide you with more targeted content. It may also be used and stored to allow you, or an organisation you represent, to receive the services we offer. We may use your contact information to send further information about Fenton & Scott or to contact you when necessary. You may always opt-out of receiving future mailings; see the "Opt Out" section below.

You also may decide to send Fenton & Scott personally identifying information, for example, in an electronic mail message containing a question or comment and we may use information from emails primarily to respond to your requests. We may forward your email to other employees who are better able to answer your questions. Any emails sent to us are recorded and forwarded to the relevant section. The sender's email address will remain visible to all staff tasked with dealing with the query. We may also use your email to contact you in the future about events or activities we believe may be of interest.

We only use data that has been consciously provided by you, not data that has been derived or inferred. We want to be very clear: we will not obtain personally identifying information about you when you visit our website (other than capturing your IP address when attempting to access our secure area), unless you choose to provide such information to us. Providing such information is strictly voluntary.

## Sharing of Information

We may pass your personal information to any or all of the following parties:

- any contractor appointed by us to carry out functions on your behalf and/or to process information on our behalf, including (but not limited to) any such contractor to which we have outsourced the operation of any part of our business or business infrastructure or which we have appointed to provide services to support any part of our business or its infrastructure.

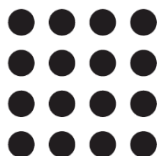


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- any prospective and/or actual buyer of any or all of the business and/or assets of Fenton & Scott
- any third party to which we are legally obliged to disclose your personal information, including but not limited to the police or any court of competent jurisdiction.

## Data Retention

We will retain your personal information for so long as we reasonably require it in light of the purpose(s) for which we are holding it and all relevant legal, commercial and operational considerations.

## Correct & Update

Data Protection legislation states that we must ensure that personal data held by us is accurate and up-to-date. Please help us to fulfil this obligation by informing us of any changes in your personal details by contacting us at the email or postal address shown on our contact page.

## Security

We follow strict security procedures in the storage and disclosure of personal information in order to ensure compliance with all applicable legal requirements, including by taking all reasonable steps to prevent unauthorised access to your personal information. Please be aware though that communications over the internet are not secure unless they are encrypted, and we do not accept responsibility for any unauthorised access to or loss of personal information due to circumstances beyond our control.

## Hyperlinks

This privacy policy only covers personal data collected via this website. While we carefully select the web sites to which we link, we are not responsible for the privacy practices or the content of these web sites.

## More Information

Detailed information about your rights under Data Protection legislation can be found on the website of the United Kingdom Information Commissioner, the address of which is (as at the date of this policy) [www.ico.org.uk](http://www.ico.org.uk). The telephone number of the Information Commissioner's Office is 0303 123 1113.