

1.0 Introduction

- 1.1 This policy is between you, the user of this website and Basil Wyatt & Sons Ltd the owner and provider of this website. This policy applies to our use of any and all data collected by us in relation to your use of this website www.basilwyatt.co.uk and any services or systems therein.
- 1.2 Basil Wyatt & Sons Ltd is committed to ensuring that your privacy is protected. If we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.
- 1.3 Basil Wyatt & Sons Ltd may change this policy from time-to-time by updating this policy document.
- 1.4 This policy is effective from 1 May 2013.

2.0 Data collected

For our own purposes, without limitation, the data we collect includes:

- 2.1 Data that you provide by filling in the contact form on our website www.basilwyatt.co.uk including name, email, telephone and town.
- 2.2 Records of your correspondence (if any) with us.
- 2.3 Details of your visits to our site including, but not limited to, traffic data, location data and other communication data and the resources that you access.
- 2.4 IP address (automatically collected).
- 2.5 Web browser type and version (automatically collected).
- 2.6 Your operating system (automatically collected).
- 2.7 A list of URLs starting with a referring site, your activity on this website and the site you exit to (automatically collected).
- 2.8 Cookie information (see clause 4.0).

3.0 Cookies

- 3.1 A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you accept, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.
- 3.2 You may delete cookies, however you may lose any information that enables you to access the website more quickly.
- 3.3 You can choose to enable or disable cookies in your web browser. By default your browser will accept cookies, however this can be altered. For further details please consult the help menu in your browser.

4.0 How we use the data

Any personal data you provide will be retained by Basil Wyatt & Sons Ltd for the following uses:

- 4.1 As an internal record on our database.
- 4.2 To periodically send you promotional emails using the email address which you have provided.
- 4.3 From time-to-time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.
- 4.4 Where applicable, we may disclose your personal information to any member of the management team of our company.
- 4.5 Your information will only be disclosed for the purposes set out in this Privacy Policy or which you have otherwise consented to.
- 4.6 We may also disclose your personal information to third parties:
 - a) where we sell any or all of our business and/or our assets to a third party.
 - b) if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements, or to protect the rights, property, or safety of us, our customers, or others.

- c) where we are required to exchange information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

5.0 Links to third party sites

- 5.1 Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control or responsibility for a third party website.
- 5.2 Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.
- 5.3 You should exercise caution and look at the privacy statement applicable to the website in question.

6.0 Your rights

- 6.1 You may access certain areas of the website without providing any data at all. However, to use all services and systems available on the website you may be required to submit information or other data.
- 6.2 You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. For more information see clause 3.3.
- 6.3 You have the right to request a copy of information we hold about you under the Data Protection Act 1998 on payment of a small fee.
- 6.4 If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible.

7.0 Security

- 7.1 Data security is of great importance to Basil Wyatt & Sons Ltd and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected online.
- 7.2 We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

8.0 Changes to this policy

- 8.1 Basil Wyatt & Sons Ltd reserves the right to change this Privacy Policy as we deem necessary from time-to-time or as may be required by law. Any changes will be immediately posted on the website.