

## Privacy policy

Robert Chapman & Company Limited (trading name RC2) (“we”) are committed to protecting and respecting your privacy. This policy (together with our [terms of use](#) and any other documents referred to on it) sets out the basis on which any personal / business data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your business data and how we will treat it. By visiting [www.rchapmanandco.com](http://www.rchapmanandco.com) you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Robert Chapman & Company Limited of Bush House, 39 Cardiff Road, Llandaff, Cardiff CF5 2DP.

## Information we may collect from you

We may collect and process the following data about you:

- Information you give us. You may give us information about you by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address and phone number.

## Uses made of the information

We use information held about you in the following ways:

- Information you give to us. We will use this information to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, and services that you request from us;
- Information we collect about you. We will use the information that you give us for the legitimate purpose of carrying out our business, and for fulfilling our commitment to you. We do not harvest information via our web site.

## Disclosure of your information

We may disclose your business information to third parties:

- In the event that we sell our business, in which case we may disclose your business data to the prospective buyer of our business and / or assets.

- If we are under a duty to disclose or share your business data in order to comply with any legal obligation, or in order to enforce or apply our terms of use or to protect the rights, property, or safety of Robert Chapman & Company Limited, our

customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **Where we store your data**

All information you provide to us is stored safely on our third party's secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your business / personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Your rights**

You have the right to ask us not to process your business data for marketing purposes. Occasionally, in the past, we have issued a newsletter. You can exercise your right to prevent such processing by exercising your right to ask us to refrain from doing so. Contact: [robert@rchapmanandco.com](mailto:robert@rchapmanandco.com)

Our site may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check those policies before you submit any data to those websites.

### **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## Contact

Questions, comments, and requests regarding this privacy policy are welcomed and should be addressed to [robert@rchapmanandco.com](mailto:robert@rchapmanandco.com)