

## **Wells & Root Ltd Privacy Policy 01 May 2018**

This privacy policy sets out how Wells & Root Ltd uses and protects any information that you give Wells & Root Ltd when you use our services.

Wells & Root Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

Wells & Root Ltd may change this policy from time to time by updating this statement. This policy became effective from 01 May 2018 and has been amended regularly to meet the requirements of the General Data Protection Regulation which replaced the Data Protection Act 1998.

### **What we collect**

We may collect the following information:

- name and job title
- contact information including email address
- other relevant information such as telephone numbers, business address, etc.

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically contact you using the email address which you have provided.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **Website**

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 over that other website. 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. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes

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.

You may request details of personal information which we hold about you under the Data Protection Act 1998 and the General Data Protection Regulations. A small fee will be payable. If you would like a copy of the information held on you please write to Wells & Root Ltd, 135 Parker Drive, Leicester, LE4 0JP.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

J S Langley  
Managing Director

Updated 05 Aug 2019  
Review schedule 01 May 2021 or before