

## **Privacy Policy for Paton Brown Ltd**

### **Introduction**

This policy covers Paton Brown Ltd's use of personal information that Paton Brown Ltd collect when you submit personal information about yourself (e.g. name and email address) in order to receive further information about Paton Brown Ltd's services.

By entering your details in the fields requested, you enable Paton Brown Ltd to provide you with the information requested and we will treat that information in accordance with this policy. When using your personal information Paton Brown Ltd will act in accordance with current legislation and aim to meet current Internet best practice.

### **Use and storage of your personal information**

When you supply any personal information to Paton Brown Ltd we have legal obligations towards you in the way we use your data. We must collect the information fairly, that is, we must explain how we will use it i.e. to provide you with further information about the services our company provides or to answer your query.

In general any information you provide to Paton Brown Ltd will only be used within Paton Brown Ltd. Your information will be disclosed where we are obliged or required by law.

We will hold your personal information on our systems in order to respond to any enquiry but after dealing with your request we will not contact you for promotional purposes, such as notifying you of improvements to our services or new services unless you specifically agree to be contacted for such purposes at the time you submit your information on the site, or at a later time if you sign up specifically to receive such promotional information.

We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 1998.