We are compliant with the Data Protection Act 2018 and are committed to protecting and respecting your privacy.

# **HOCKLEY** SMITH

POLICY

This policy sets out the basis on which any personal 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 personal data and how we will treat it. By using or accessing our website and/or providing us with information you are accepting the practices described in this Privacy

Policy.

For the purpose of the Data Protection Act 2018, the data controller is Hockley Smith Fine Art Consulting Ltd, Thatcher House, 12 Mount Ephraim, Tunbridge Wells, TN4 8AS (company registered in England number 6749925).

#### INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

- Information that you provide by completing the contact form on our site www.hockleysmith.com.
  - If you write to us (by letter or email), we may keep a record of that correspondence.
- If you telephone us or we telephone you, we may keep a log of that conversation.

.

Links to external sites

Where our website contains links to sites which are external to the Hockley Smith website, we do not take responsibility for any problems or matters that may arise as a result of visits to such sites. We encourage you to read the privacy statement of each and

every site you visit.

## USES MADE OF THE INFORMATION YOU PROVIDE

We use information held about you in the following ways:

To ensure that content from our site is presented in the most effective manner.

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
  - To carry out our obligations arising from any contracts entered into between you and us.
    - To notify you about changes to our site.

#### Use for marketing purposes

We may also use your data to provide you with information about services which may be of interest to you, and we may contact you about these by post, telephone or email. If you do not wish us to contact you please let us know via info@hockleysmith.com. We will never disclose your details to other organisations.

## ACCESS TO INFORMATION

The Data Protection Act 2018 gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

# CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page.

# CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be sent to us by email to <u>info@hockleysmith.com</u>