

OUR COMMITMENT

We have a strong commitment towards the privacy of sensitive information and are mindful of the importance of upholding the security of information under our control. All data collected through our website www.barmacuk.com (the "Website") is stored on secured servers and we have stringent security and confidentiality procedures covering the storage and disclosure of such information, in accordance with the Data Protection Act 1988.

This Privacy Policy forms part of our Terms and Conditions and aims to help you understand how your personal information, collected during your use of the Website, will be treated by us.

Your use of the Website signifies that you have provided your consent to such use of your data and your agreement to the terms of this Privacy Policy.

We endeavour to take all reasonable steps to protect the privacy of your personal information. However, we cannot guarantee the security of any data you disclose on-line. You accept the inherent security risks of providing the information over the Internet and will not hold us responsible for any breach of security, unless this is due to our negligence or wilful default.

WHAT PERSONAL INFORMATION DO WE COLLECT?

We may collect personal information when you contact us or when you fill in a form on the Website, including without limitation if you register on the Website or report a problem with our Website. We may also collect information regarding details of visits to our Website. Any personal information we collect will be used by us strictly in accordance with current data protection legislation and this Privacy Policy. We will store the information we collect from you and hold it electronically or otherwise.

HOW DO WE USE COOKIES?

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration purposes. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

We use cookies to keep track of your information during the time you view the Website, as well as recognising return visitors. We gather this information for our internal use only as it helps us in analysing data about webpage traffic and improve our Website by enabling us to monitor which pages you find useful and which you do not. **A cookie in no way gives us access to your computer** or any information about you, other than the data you choose to share with us and we will never authorise the release of this information with anyone outside of Barmac Asset Management Limited.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may however prevent you from taking full advantage of our Website.

WHO DO WE SHARE YOUR INFORMATION WITH?

We disclose information to employees for the purpose of operating the Website. Unless you request otherwise, we may also use your details for the purpose of marketing and other promotional activities. We may contact you for such marketing purposes by email, post, fax and/or text message to your mobile telephone depending on the information we collect from you.

We will not sell, distribute or lease your personal information to any third party.

We will only disclose your personal data to a third party if we are required to do so for legal purposes or instructed to do so by our regulator, The Financial Services Authority.

LINKS TO OTHER WEBSITES

Our Website may contain links to other websites which we consider may be of interest to you. However, once you have used these links to leave our Website, you should be aware 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 you are visiting.

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by contacting us, in writing, at the address shown in the "Contact Us" section below.

You have certain rights under the Data Protection Act in respect of the information we hold about you. You are entitled to a copy of the information held about you by writing to us at the address shown in the "Contact Us" section below. This is known as the "right of subject access". We reserve the right to charge a fee of up to £10.00 for responding to a right of subject access request.

If you believe that any information we are holding about you is incorrect or incomplete, please contact us, in writing, at the address shown in the "Contact Us" section below. We will act in a prompt manner to correct any errors you report to us.

CHANGES TO OUR PRIVACY POLICY

We may modify our Privacy Policy from time to time in our sole discretion and if so, we will post a revised version of this Privacy Policy on the Website. We would recommend that you check the Privacy Policy regularly to obtain the most up to date copy. Modifications will be effective when they are posted on the Website.

CONTACT US

If you have any comments or queries in connection with our Privacy Policy please write to **The Data Protection Officer, Barmac Asset Management Limited, 27a Lidget Hill, Pudsey, Leeds, LS28 7LG** or:-



+44 (0) 113 395 5323



office@barmacuk.com

Additional Information - The Data Protection Act 1998

The Data Protection Act aims to promote high standards in the handling of personal information in order to protect the individual's right to privacy. It regulates the way organisations (data controllers) maintain computer and paper-based information about living, identifiable individuals (data subjects), and the way that information is used.

It is a legal requirement that personal data must not be processed without the data controller holding a Data Protection Licence.

We are registered and process your data in accordance with the Data Protection Act 1998 under licence number Z9512042. Barmac Asset Management Limited is the data controller for the purpose of the Data Protection Act.

Additional Information - The Information Commissioner's Office (ICO)

The ICO enforces the Data Protection Act, the Freedom of Information Act, the Privacy and Electronic Communications Regulations and the Environmental Information Regulations.

The ICO is also responsible for:

- ✚ Maintaining the public register of data controllers and issuing Data Protection licences, under the DPA;
- ✚ Ruling on eligible complaints from people who think the DPA or Freedom of Information Act has been breached.
- ✚ Prosecuting those who commit offences under the legislation.

If you require more information contact the ICO direct on:



08456 30 60 60



mail@ico.gsi.gov.uk



www.ico.gov.uk

Date of issue 16th December 2009