

## Privacy Policy

This website is operated by Stonewest Limited (“we” or “us”). By using and visiting our website you agree to this privacy policy. We recognise that when you choose to provide us with information about yourself, you trust us to act in a responsible manner. That is why we have put a policy in place to protect your personal information. Please read on for more details about our privacy practices.

### Visitors to our website:

When someone visits [www.stonewest.co.uk](http://www.stonewest.co.uk), our website only records your IP address, type of operating system and internet browser. This is just for our use and is not passed onto any third party. We see no reason to use cookies and they are not installed on our equipment. We use a pre-designed theme/template for our web pages supplied by our domain provider.

### Information we collect and how it is used:

At times we may request that you voluntarily supply us with personal information. Generally, this information is only requested to respond to an enquiry made by you, or when you apply for a job with Stonewest. We may gather and use information about you in the following ways:

If you chose to give us personal information via the internet that we may need – to correspond with you in respect of your feedback or to provide you with a brochure or other information as requested for example, we will let you know how we will use such information. If you tell us that you do not wish to have this information used as a basis for further contact with you, we will respect your wishes.

We will use your personal details and information we obtain from other sources for administration and customer services, for marketing and to ensure that the content, services and advertising that we offer are tailored to your needs and interests. We may keep your information for a reasonable period for these purposes. We may need to share your information with our service providers and agents for these purposes. We may disclose personal data in order to comply with a legal or regulatory obligation.

If you apply for a job, we will use your information for the purposes of recruitment and selection corresponding with you and equal opportunities monitoring and may hold your information for up to six months in case other suitable opportunities arise. We intend to continue improving the content and function of our website. For this reason, we may monitor customer traffic patterns and site usage to help us improve the design and layout of our site and provide content of interest to you.

If you provide us with information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data and that you have informed them of our identity and the purposes (as set out above) for which their personal data will be processed.

By providing us with your personal information you consent to our processing your personal data for the above purposes. You also consent to our transferring your information to countries or jurisdictions which do not provide the same level of data protection as the UK, if necessary, for the above purposes. If we do not make such a transfer, we will, if appropriate, put a contract in place to ensure your information is protected.

### How we use your information for marketing:

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

**How long we keep your information:**

- Information regarding Accounts is kept for 10 years after the last transaction
- Other Client data is kept for 10 years after the last point of contact
- Employee records are kept for 7 years after the last working day

**Controlling your personal information:**

As stipulated in the General Data Protection Regulations (GDPR) you are entitled to request the following:

- Details of the data we hold on you
- Correcting or adding to the data we hold on you
- Restrict access to the data we hold on you
- Deleting the data we hold on you

To request any of the above, please email our Data Controller at [hr@stonewest.co.uk](mailto:hr@stonewest.co.uk) or write to Stonewest Ltd, 4 Dean Stanley Street, London, SW1P 3JH. We will consider your request in accordance with relevant legislation.

**Other information:**

You should note that if our business (or any part of it) is sold or transferred at any time, the information we hold may form part of the assets transferred although will still only be used in accordance with this policy.

This privacy policy may change and therefore you should review it regularly. We will of course notify you of any changes where we are required to do so.

For quality control and training purposes, we may monitor or record your communications with us.

**When and how to contact us:**

If your personal details change, if you have any queries about how we use your information, or if you do not wish to receive any marketing information or any further contact from us, please let us know by contacting our Marketing Department at [marketing@stonewest.co.uk](mailto:marketing@stonewest.co.uk) or Stonewest Ltd, 4 Dean Stanley Street, London, SW1P 3JH.

Our goal is to respect your privacy. To help us improve our privacy practices please give us feedback at [info@stonewest.co.uk](mailto:info@stonewest.co.uk). We welcome your comments and queries.

This policy will be reviewed annually, or before if required by events.



NICK WILSON  
Director  
2 March 2021