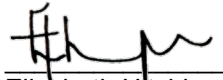


 POLICY	Document no. : Policy 17 Issue no. : Issue 003 Process owner : Elizabeth Hitchings
Name of issuer ELIZABETH HITCHINGS	Issue date : 14 / 07 / 2026 Page : Page 1 of 2
Title PRIVACY POLICY	Signed :  Approved by : Elizabeth Hitchings

We do not collect information about visitors to our website. Our privacy policy explains how we use information we obtain about you when you send us an email or make a phone call to us. This data can include your name, your email address and so on. We are the controller of this data according to the General Data Protection Regulation (GDPR). Our use of a privacy policy ensures that we comply with GDPR.

How we collect your personal data

Your personal data may be collected by us in a number of ways, including:-

- through our provision of services to you, your employer or the organisation you represent
- during the course of dealings with you for or on behalf of a client
- when you provide us with information in relation to your attendance at any hosted events or conferences
- when you contact us, by any method
- when we collect publicly available information about you or your business (including through electronic data sources)
- when we collect your personal data from our clients, consultants, suppliers and other advisers

The type of personal data that we may collect

The categories of your personal data that we may collect includes the following:-

- Contact details (including names, postal addresses, email addresses and telephone numbers)
- Professional information such as job titles, previous roles, professional experience and qualifications
- Details regarding your attendance at our social and business events, training events and CPDs (Continuous Professional Development)
- Images captured by our office cameras (including CCTV) and images or footage for office or project promotion

Use of personal information

We process personal information about you for the following purposes:-

- To maintain and develop our relationship with you
- To carry out services we have agreed to provide to you
- To comply with legal and professional obligations
- To disclose your information as set out below

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Transfer and use of your personal information

We do not sell or give out the information you disclose to us no matter how this has been obtained. We may disclose your information to third parties in the following circumstances:-

- We are under a legal, regulatory or professional obligation to do so (for example, in order to comply with anti-money laundering requirements)
- You have consented to us sharing your information in this way
- It is relevant in the circumstances to disclose the information to our website service providers such as hosting, storage fulfilment and disaster recovery, subject to appropriate technical systems and on a limited use basis only
- If we believe your use of our website has violated or may violate any law, regulation or if we believe you are or may be a threat to safety, security, property, interests or rights of us or others
- If we use a third party service provider to provide services involving data processing, translation, technology, research, banking and payment, client contact, data entry and processing, litigation support, marketing and security services and other similar services
- In order to investigate, or respond to, or resolve problems or inquiries, or defend our interests (including, but not limited to, professional indemnity insurers, brokers, auditors and other professional advisors)
- Where you are involved in a project with other Consultants, such as e-mailing out a set of design team minutes showing your e-mail address in the header

The internet

This website may, from time to time, contain links to other websites which are outside of our control and are not covered by this privacy policy. We do not accept any responsibility or liability for other sites' privacy policies. If you access other websites using the links provided, please check their policies before submitting any personal information.

Your consent

By submitting or providing to us your personal information you consent to the use of that information as set out in this privacy policy

Access to, updating and correcting your information

The privacy law gives individuals the right to access and amend their personal information. If you would like to request a copy of your information, or would like to change the information we hold about you, please contact us at mail@robertslimbrick.com.

We want to ensure that your information is accurate and up to date. If any of the information you have provided to us changes, for example if you change your email address or name, please let us know the correct details by sending an email to mail@robertslimbrick.com.

You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.