

# **100 PRIVACY POLICY, COOKIES POLICY AND DISCLAIMER**

## **Website Privacy Policy**

This Policy governs the use of personal data which you provide to us via our website. Personal data is any or all data relating to a natural person who is identified, or can be identified, from the data.

Stokoe Rodger LLP (“we”, “our”, “us”) respects your privacy. We understand that how your personal data is used and shared online matters to you, and we take the privacy of those who visit our website (“the Site”) very seriously. We will not collect any data other than when you contact us, and we will always process that data in compliance with the law. Our site may contain links to other sites, and be aware that if you choose to click on those links, your data may be processed by other organisations hosting those sites. We cannot control or monitor this, and you should have regard to their Privacy Policies.

Please read this Privacy Policy carefully, and ensure you understand it. When you first use our Site, this is taken to be agreement to this Policy. If you do not accept the Policy, then you should stop using the Site immediately.

### **Who we are**

- the Site is owned and operated by Stokoe Rodger LLP
- we are a member of the Institute of Chartered Accountants in England and Wales (ICAEW)

### **Your rights**

You have certain rights as a data subject under the General Data Protection Regulation (GDPR), which governs the collection, processing and disposal of personal data by organisations such as ours.

In relation to personal data about you, you have the right:

- to be informed about how and why we collect and use the data
- to be given access to the data we hold
- to have any inaccurate or incomplete data rectified
- to ask us to delete personal data, earlier than we might already dispose of it
- to prevent us from processing the data further
- to object to us using the data for particular purposes

We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO), which is the body in charge of supervising personal data use in the UK.

### **What data do we collect?**

If you communicate with us by e-mail, we will collect your name and e-mail address and any other content that you send to us in the body of the mail. We do not collect any other personal data by any other method and in particular, we do not place cookies on our Site.

### **How is your data used?**

We will process and store your data securely, and we will only keep it for as long as we need it for the purpose(s) for which it was collected.

In relation to the data we do collect, as laid out in the section above, we may use it as follows:

- to reply to your email
- to allow us to carry out any work, including processing data for which we are engaged by you to carry out.

You have the right to withdraw your consent to our use of your personal data at any time, and to request that we delete it.

### **How and where do we store your data?**

We will only keep your data as long as we need it for the purpose(s) for which it is collected, and/or for as long as we have your permission to hold it.

Some or all of your data may be stored outside of the EEA. If we do store data outside this area, we will take all reasonable steps to ensure that your data is as safe and secure as it would be within the UK, and is treated lawfully and in accordance with the GDPR.

### **Accessing your data**

You are entitled to make a Subject Access Request under the GDPR. This means that you may request a copy of any personal data we hold about you, free of charge. We will provide any or all information in response to your request if you contact us.

### **Contact Details**

If you have any questions about the Site or this Policy, or you wish to make a Subject Access Request, then please contact us.

### **Amending the Policy**

We may change this policy from time to time, in response to changes in the law or for operational reasons. Any changes will immediately be posted on the Site and you will be deemed to have accepted the amended Policy if you continue to use the Site afterwards. You should therefore regularly review this Policy.

### **Cookies**

Cookies are used to remember preferences that are chosen by the user when using this website. For example, the preferred language in which to view this website is stored in a cookie so that this language is selected when the user returns to the Web site. No personal information is collected by or stored in cookies.

Should you disagree to the storage of first party cookies from this website on your device please remove them using your browser setting. Note: cookies will be re-created if you visit another page on the site, so to make sure they stay removed, you'd need to leave the site immediately.

### **Disclaimer**

The contents of the Website ("Website") are for general information purposes only and do not constitute advice. Stokoe Rodger LLP believes the contents to be true and accurate as at the date of writing but can give no assurances or warranty regarding the accuracy, currency or applicability of any of the contents in relation to specific situations and particular circumstances.

The Website is not intended to be a source for advice on legal, accounting or tax issues or otherwise and as such, the contents should not be relied upon and users of the Website ("User" or "Users") should not act upon this information without seeking appropriate professional advice.

This Website is not guaranteed to be free from any so-called computer viruses and it is strongly recommended that Users check for such viruses before down-loading it to their computer equipment.

Stokoe Rodger LLP may make changes to the material on the Website at any time without notice. The material on the Website may be out of date, and Stokoe Rodger LLP makes no commitment to update such material.

In addition, none of the content of this Website will form any part of any contract between Stokoe Rodger LLP and the User or constitutes an offer by Stokoe Rodger LLP.

Stokoe Rodger LLP, any other party (whether or not involved in creating, producing, maintaining or delivering the Website), and its officers, directors, partners, employees, shareholders or agents, exclude all liability and responsibility for any amount or kind of loss or damage that may result to a User or a third party (including without limitation, any direct, indirect, punitive or consequential loss or damages, or any loss of income, profits, goodwill, data, contracts, use of money, or loss or damages arising from or connected in any way to business interruption, and whether in tort (including without limitation negligence), contract or otherwise) in connection with the Website in any way or in connection with the use, inability to use or the results of use of the Website, any websites linked to the Website or the material on such websites, including but not limited to loss or damage due to viruses that may infect the User's computer equipment, software, data or other property on account of the User's access to, use of, or browsing the Website or their downloading of any material from the Website or any websites linked to the Website.

### **Links to and from other websites**

Links are provided solely for a User's convenience. If Users use these links, they leave the Website. When Users access a non- Stokoe Rodger LLP website, even one that might contain the Stokoe Rodger LLP logo, please understand that it is independent from Stokoe Rodger LLP. If Users decide to access any of the third party websites linked to the Website, they do so entirely at their own risk. Stokoe Rodger LLP has not reviewed all of these third party websites and does not control and is not responsible for these websites or their content or availability. Stokoe Rodger LLP therefore does not endorse or make any representations about them, or any material found there, or any results that may be obtained from using them or accepts any responsibility for the content or the use of such website. Stokoe Rodger LLP accepts no liability for any linked sites.

Stokoe Rodger LLP has not tested any content, software feature or links found on any sites linked to and do not give any representation regarding the quality, safety, suitability or reliability of any of them or any of the material contained in them.

Users must take their own precautions to ensure what is selected for use is free of such items as viruses, worms, Trojan horses and other items of a destructive nature.

### **Foreign laws**

If anything on this Website is construed as being contrary to the laws applicable in any other country, then this Website is not intended to be accessed by persons from that country and any persons who are subject to such laws shall not be entitled to use the Website unless they can satisfy us that such use would be lawful.

### **General**

Nothing in these Conditions of Use shall exclude Stokoe Rodger LLP's liability for death or personal injury resulting from its negligence.

If any provision of these Conditions of Use is found to be invalid by any court having competent jurisdiction, the invalidity of that provision shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Stokoe Rodger LLP's omission to exercise any right under these Conditions of Use shall not constitute a waiver of any such right unless expressly accepted by Stokoe Rodger LLP in writing.

These Conditions of Use shall be governed by and construed in accordance with the law of England and Wales and the User and Stokoe Rodger LLP agree to submit any dispute arising out of the use of this Website to the exclusive jurisdiction of the courts of England and Wales.

### **Provision of services**

If, during the provision of professional services to you, you need advice on investments, we will have to refer you to someone who is authorised by the Financial Services Authority, as we are not.