

## **Privacy Policy**

This Privacy Policy is designed to help you understand why we collect and retain your data.

### **Who are we?**

Richard Milner Ltd is a private company selling research information direct to our customers via the website “armsresearch.co.uk”.

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

To enable us to process your orders we will ask you to provide personal details such as:

Name, address, email address and telephone number

This information is not gathered directly via our website but by you completing an enquiry form and sending it to us via the postal system.

### **What do we do with your data?**

We use the data to fulfil your orders. Except as provided in this privacy policy, we will not provide your information to third parties.

We need to keep transaction information for six years for auditing and statutory reporting purposes after that the information is securely destroyed.

### **Your Rights**

If you would like a copy of the personal data we hold about you, please contact us and ask for a ‘subject access request’. We will require you to verify your identity.

You have the right to have inaccurate personal data rectified or removed – if you would like to do so please contact us on enquiries@armsresearch.co.uk .

You have the right to have data removed where we do not have a legal basis to retain this information, for example for accounting and auditing purposes.

Your data will be disclosed where obliged by law to do so.

### **How secure is your data?**

We employ a variety of security measures to back up, protect and manage your data. We undertake to secure your data as much as possible using up-to-date technology and strong policies and processes. We document data processing and review this regularly.

### **Links from our website**

Our website may contain links to other websites of interest however, once you have used these links to leave our site, you should note that we do not have any control over that other website.

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 in question.

### **Updates to this Policy**

This policy may be updated from time to time in line with current legislation and best practices.

Last amended date: 14/05/2018