

## **COLLYERS TMA LIMITED**

### **Website Privacy Policy**

This Privacy Policy applies to [www.collyers.com](http://www.collyers.com) (the "Website") which is operated by Collyers TMA Limited whose registered office is at 2 Burton House Repton Place, White Lion Road, Amersham, Buckinghamshire, England, HP7 9LP United Kingdom, and whose company number is 01593520 ("the Company" or "we/us"). It explains what data we will collect from you when you access the Website and how we may use that data.

We are committed to protecting your privacy. Parts of the Website can be viewed without giving us any data about yourself. However, for certain areas of the Website and for certain functions, you may be required to enter or we may collect personal data.

#### **1. Confidentiality and Legal Privilege**

Any and all information we gather or hold about you is confidential whether or not you are a current or past client of the Company. This duty of confidentiality is subject to restrictions imposed by law (for example, in relation to money laundering or drug trafficking) or imposed by order of the Court.

The firm knows that this Privacy Policy will be affected by and must be viewed in conjunction with our duty of confidentiality to you and other Company policies and procedures.

#### **2. Your data**

##### Collecting your data

We may ask you to provide us data that personally identifies you or allows us to contact you. The data we usually collect may include your name, email address, residential address, credit card details and phone number.

We may also collect special categories of personal data on yourselves or, in the case of a legal entity, your employees or workers which is relevant or required in order to provide our [] services to you – including managing freight liability and marine cargo claims and risks, and loss adjusting and surveying.

##### Using and sharing your data

We will only use your data to provide our services to you. We will only share your data with 3<sup>rd</sup> parties where it is necessary for the provision of our services to you and where we are lawfully obligated to do so (for example to relevant public authorities).

##### Accessing and controlling your data

If you would like to access the personal data we hold for you, or if you need to update the information we hold, please write to us at our registered office or call us on 0844 801 7100.

For more information on the data we collect and how we use and store it, please request a copy of our [Data Protection Policy](#).

### **3. Monitoring and Improving the Website**

To enable us to monitor and improve the Website, we may gather certain data about you when you use the Website, including details of your operating system, browser version and type, browser language and Internet Service Provider.

We will always be able to identify your IP address. This is a unique number assigned to every computer on the Internet. Your IP address will tell us your geographic location and your domain.

### **4. Cookies**

We will use cookies, where necessary, only to store data such as your user ID and your session identifiers to enable us to identify whether you are registered on to the Website and, if so, to shortcut your access to the Website. We will only read cookies from your cookie file if they have been placed there through your web browser's interaction with the Website.

### **5. Links to Other Websites**

The Website may provide links to third party sites. We cannot guarantee that such third party sites will protect your personal data and we are not responsible for their data policies or procedures or their content.

### **6. Other important privacy information**

Where you have signed up to our newsletter, or given explicit consent, we may use your personal data to contact you for marketing purposes. You can unsubscribe from this at any time.

### **7. Queries**

If you have any questions about this Privacy Policy, please write to us at our registered office or call us on 0844 801 7100.

### **8. Complaints**

If you are concerned about your data, or would like to make a complaint about the way we hold or handle your data, please request a copy of our [GDPR Complaints Policy](#).