**PRIVACY NOTICE**

The General Data Protection Regulation (the “GDPR”) seeks to protect and enhance the rights of data subjects. Lawson Ward & Gammage Ltd ("LW&G") is committed to protecting and respecting your privacy. LW&G recognises the importance of the correct and lawful treatment of personal information and will only use personal information as set out in this Privacy Notice.

This Privacy Notice sets out how LW&G collects and uses any information that you give us when you use this website and the Lender Exchange System contained within it (together “the Website”). The expressions "we", "us" and "our" refer to LW&G.

We have appointed a Privacy Officer to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the Privacy Officer at: info@lwandg.com or by post to: Privacy Officer, Lawson Ward & Gammage Ltd, 34 – 35 Hatton Garden, London EC1N 8DX.

We may change this Privacy Notice at any time by updating this page, so you should therefore check the Website from time to time to ensure you are aware of any changes. It is important that you read this Privacy Notice, together with any LW&G terms and conditions that we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such personal information. This Privacy Notice supplements the other notices and is not intended to override them.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

**Who are we?**

LW&G Limited is a registered company, based in England under company number 00077758 with its registered office at 3rd Floor, 34 – 35 Hatton Garden, London EC1N 8DX.

In what capacity will LW&G hold personal information about you?
During the course of providing its services, LW&G compile and hold certain personal information about individuals for the purposes of providing sales, repairs, marketing and valuation advice, This may include personal information about current and past employees, clients, their family and/or partners of clients, suppliers and others with whom we communicate and other third parties.

In providing these services, we will act as both a Data Processor and in some instances, as a Data Controller in respect of your personal information.

**How is your personal information collected?**

We use different methods to collect personal information from and about you.

- Directly from you: Typically the personal information that we collect about you will be the personal information that may be input onto the Website enquiry form or in another email format or provided in face to face meetings at our premises. In some instances, however, it could be provided in other electronic formats, on application forms, or in other communications which may be in writing, by telephone, via the internet or by any other means.

**What personal information will LW&G hold about you?**

Personal information means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal information about you, as follows:

- full name and title
- contact information including email addresses and postal addresses, telephone numbers and fax numbers
- personal information about your relevant history to inform our advice on valuation
- adverse credit and negative media
- date of birth
- identification or supporting documents (such as passport, driving license, birth certificate, utility bill etc.)
- IP address
- gender
- bank details
- customer data (which in addition to the above may include details of the item bought, sold or valued)

We do not collect a Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data).

How will LW&G use personal information held about you?
We will only use your personal information when the law allows us to.

We will use your personal data where we need to:

(a) in order to meet our contractual obligations under our agreement with you;
(b) where it is necessary for our legitimate interests or those of a third party and your interests and fundamental rights do not override those interests; or
(c) where we need to comply with a legal or regulatory obligation.

We do not rely on consent as a legal basis for processing your personal information other than in relation to sending third party direct marketing communications to you. You have the right to withdraw consent to marketing at any time by contacting us at info@lwandg.com, or by post to: Lawson Ward & Gammage Ltd, 34 – 35 Hatton Garden, London EC1N 8DX.

Most commonly, we will use your personal information in the following circumstances and for the purposes of:

Establishing and administering a management database
Internal record keeping
Marketing

Lawful basis for processing

(a) Performance of a contract with you

(b) Necessary to comply with a legal obligation
(c) Necessary for our legitimate interests