## **Privacy overview**

This is an overview of how we collect and deal with your personal information when you use this website.

For more information about how we look after your personal information when you visit this website and from wherever you visit it, and about your privacy rights and how the law protects you, it is important that you read our Full Privacy and Cookie Notice, here.

We're the controller and responsible for your personal information.

Our full details are:

- Principal place of business: 2 Malthouse Farm Cottage, West Woodhay, Newbury, RG20 0BJ
- info@roelofsrubens.co.uk

If you have any questions about this overview or our Full Privacy and Cookie Notice, or about our data protection practices, please contact us using the details provided above.

We take your privacy seriously and will only use your personal information as described in our Full Privacy and Cookie Notice. Broadly speaking, this will be to administer your account, to provide the products and services you have requested from us, for our legitimate administrative and business purposes and to comply with our legal obligations. We only collect personal information about you for these purposes and do not keep it for any longer than is necessary.

We use different methods to collect information about you, which are explained in our Full Privacy and Cookie Notice.

We only share your information as described in our Full Privacy and Cookie Notice.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal information.

You have a number of rights in relation to your personal information, which are detailed in our Full Privacy and Cookie Notice. In particular, under certain circumstances, you have rights under data protection laws in relation to your personal information including the right to receive a copy of the personal information we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues (www.ico.org.uk).