

## **RSA Direct (Rosemary Smith Associates Ltd) - Privacy Policy Dated: 1<sup>st</sup> September 2004**

### **SCOPE**

This statement applies to data collected by RSA Direct (Rosemary Smith Associates Ltd) and processed at our offices at Boundary House, Boston Road, London W7 2QE, UK and (under contract) at the sites of data processors and third parties appointed by us.

### **PERSONAL INFORMATION**

- We maintain e-mail and offline contact information of our customers and prospects (contacts) preferably in their place of business.
- We maintain where available information relevant to each contact's corporate affiliation, including position titles and name of company.
- We maintain our contact information in a secure environment to prevent unauthorized use
- We do not use cookies on our website [www.rsadirect.com](http://www.rsadirect.com)

### **USES**

- We use the information to deliver information regarding the activities of RSA Direct including information regarding our services and lists that we manage.
- We use the information to manage communication between contacts (you) and RSA Direct.
- With your consent, RSA Direct may allow selected third parties to have access to the information held on our contacts in order to send you information relevant to your business activities.
- Data will be processed in accordance with the laws of the United Kingdom and may be transferred outside the EEA.

### **LINKS**

- If you follow links to other sites from our website your data will be subject to the privacy policies of those sites.

### **YOUR CHOICES**

- You may opt out of receiving information from us by e-mail, telephone, fax or post
- You may choose not to receive messages from third parties.

To exercise either choice, indicate your wishes on the registration form or call: + 44 (0)208 434 3596, or indicate your wishes by emailing us at [preferences@rsadirect.com](mailto:preferences@rsadirect.com)

You may request a copy of the information held about you by writing to: RSA Direct, Boundary House, Boston Road, London W7 2QE, UK.

### **HOW TO REACH US**

Our contact details are:

RSA Direct  
Boundary House  
Boston Road  
London  
W7 2QE United Kingdom  
Tel 00 44 (0)208 434 3596  
Fax 00 44 (0)208 434 3449  
[info@rsadirect.com](mailto:info@rsadirect.com)