

## Introducer Privacy Statement

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (the "GDPR"). RC Brown Investment Management PLC (RCBIM) and any of our chosen outsourced third party service providers are involved in the processing and control of your information, and are referred to in this privacy statement as 'we'.

### **How did we come by your personal information and why?**

Some of your data may have been collected directly from you or a colleague, or from a publicly available resource. We may have used a number of resources to collect separate pieces of personal information, ie. while researching our target audience, we may have collected your first and last names from one resource and another category of personal data from another resource. While acquiring this data we are looking for the appropriate job roles/functions within organisations we wish to communicate and engage with and whose responsibility it might be to procure our services.

### **How do we process your personal data?**

We may contact you via email or telephone to discuss potential work related opportunities, but only in connection with work related matters and never personal matters. We do not hold or store any information which could identify you outside your place of work. We may store your first and last name as well as your job role and email address. We do not share this information with anybody outside the service providers contracted to assist us with this processing. We take steps to ensure that all our chosen 3rd party service providers are also compliant with the general data protection regulation 2016/679.

### **How often will I receive contact from you?**

We email a quarterly 'Market Commentary' newsletter, with our thoughts on investment markets, performance data and details of any upgrade we are making to our services, to all active contacts on our database. You may also, from time to time, receive a phone call from one of our Sales Directors to discuss whether there is mutual benefit in us working together.

### **How do I remove myself from your database?**

In all email communications we offer you the opportunity to 'unsubscribe' or you can email us at any time, requesting to be removed from our 'active contacts' database. To ensure that you are not contacted again in the future, we will retain your name and firm details, but clearly mark them as 'No further contact' so that we are aware of your request.

We have processed your information based on our legitimate interest, and the legitimate interests of your place of work and owner of the domain we have contacted. You have been processed regarding work related matters and not a personal matter. Our legitimate interest does not in any way undermine your right to object, erasure, portability etc...

All correspondence to Head Office

**Head Office:**

1 The Square, Temple Quay, Bristol BS1 6DG

**tel:** 0117 925 6073

**South East Office:**

The Officers' Mess, Coldstream Road, Caterham CR3 5QX

**tel:** 01883 283 105

**fax:** 0117 925 3790   **email:** [enquiries@rcbim.co.uk](mailto:enquiries@rcbim.co.uk)   **www.rcbim.co.uk**