

Appendix

MERCHANT TAYLORS' COMPANY PRIVACY POLICY

Merchant Taylors' Company is committed to protecting your privacy.

1 THE INFORMATION WE COLLECT AND HOW WE USE IT

We will use, store or otherwise process any personal information that relates to and identifies you, including your name and e-mail address to the extent reasonably necessary for the purpose of:

- communicating with you about our activities and services;
- compiling a profile about you which will be accessible to other members of the Merchant Taylors' Company through a members only secure portal on the Merchant Taylors' Company website;
- compiling a profile about you which will be included in the company diary if you are a member of the Livery; and
- maintaining information as a reference tool or general resource.

If at any stage you wish us to stop contacting you or destroy the information we hold about you, please send your request in accordance with paragraph 4 below.

2 INFORMATION SECURITY

The Internet is not a secure medium. Please be aware that communications over the Internet, such as emails/ webmail are not secure unless they have been encrypted. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

3 TO WHOM WILL YOUR INFORMATION BE DISCLOSED?

Your information may, for the purposes set out in this Privacy Policy, be disclosed for processing to:

- our employees;
- our affiliates;
- our group entities and their employees;
- third party consultants, contractors or other service providers who may access your personal information when providing services (including but not limited to IT support services) to us;
- government bodies and law enforcement agencies and in response to other legal and regulatory requests;
- other members of the Merchant Taylors' Company
- auditors or contractors or other advisers auditing, assisting with or advising on any of our business purposes,

in any jurisdiction where we operate.

4 YOUR RIGHTS IN RELATION TO YOUR INFORMATION

You can write to us at any time to obtain a copy of your information and to have any inaccuracies corrected. Where appropriate, you may have your personal information erased, rectified, amended or completed. Please write to Merchant Taylors' Company, Merchant Taylors' Hall, 30 Threadneedle Street, London EC2R 8JB.

Please quote your name and email address. We should be grateful if you would also provide brief details of the information of which you would like a copy or which you would like to be corrected (this helps us to more readily locate your data).

We will require proof of your identity before providing you with details of any personal information we may hold about you and we may charge £10 to cover the administration costs involved in providing you with a copy of your information.

5 YOUR CONSENT

By submitting any personal information to us you consent to the use of information as set out in this policy. We reserve the right to amend or modify this Privacy Policy and if we do so we will notify you.

6 FURTHER INFORMATION

For further information from us on data protection and privacy or any requests concerning your personal information please write to Merchant Taylors' Company, Merchant Taylors' Hall, 30 Threadneedle Street, London EC2R 8JB, phone us on [0207 450 4441 or email us at Livery@merchant-taylors.co.uk.