

## Privacy Statement

Any personal data collected/collated by Neville & Rowe Ltd in the course of their business with you is processed in accordance with the Data Protection Act 1998. The "purposes" by which we process data have been "notified" to the Information Commissioner's Office (ICO). Details of our "Notification" are publicly available on the Public Register of Data Controllers on the ICO website at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk).

Enquiries may also be directed to Neville & Rowe Ltd by email - [contact@nevilleandrowe.com](mailto:contact@nevilleandrowe.com) or by post to :  
Neville & Rowe, Hallmark House, Downham Road, Ramsden Heath, Billericay, Essex, CM11 1PU

We undertake to share your personal data (deemed as such under the terms of the Data Protection Act 1998) with third parties ONLY inasmuch as it may be required by UK law. Further to this, we endeavour to take all feasible steps to protect your privacy. Your right to request a copy of any personal data you believe we may hold on you is not affected. Please direct any such enquiries to : Mrs D Neville, Neville & Rowe Ltd – either by email or the address above. In either case, please ensure that the request is clearly marked "DATA PROTECTION".

Please note that, in accordance with the legislation, Neville & Rowe Ltd charges an administration fee of £10.00 for each request which is payable in advance.