



Hallmark of
The Goldsmiths' Company
since 1300



The
GOLDSMITHS'
Company

ASSAY OFFICE

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Any information You give Us will be stored on Our systems and may be processed and used by Us and disclosed to, processed and used by other companies that assist Us in providing Our Goods and Services so that Your Order can be processed. We shall only use Your payment card/account details in order to process Your Order and We shall not disclose Your payment card/account details with third parties except as set out in this clause or as required by law.

We may share some of Your Personal Information with other parties (for example, the Guild of Valuers and Jewellers) only if You tell us that You are happy for this to happen. By clicking on the Yes box, You are accepting the terms of this Privacy Policy and You are agreeing that We may share Your Personal Information for the purpose of providing Our Goods and Services to You and for marketing (for instance to personalise information) or for research purposes (to invite You to provide Us with feedback on Our Goods and Services) or to send You details of events, news, special offers, third parties or other information which We think may be of interest to You, by post or using the email address which You have provided.

We will not disclose, sell, distribute or lease Your Personal Information to third parties unless We have Your permission or are required by law to do so.

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Security: We are committed to ensuring that Your Personal Information is secure. In order to prevent unauthorised access, use or disclosure We have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information We collect online. Our security technologies and procedures are regularly reviewed to ensure that they are up to date and effective.

You must keep secret any membership numbers, personal security codes and passwords that We may give You for Your access to certain areas of the Website and comply with any instructions that We may give You in order to keep such details safe. You should ensure that any payment transactions You make are made in a secure environment.

Control of Your Personal Information: You are in control of how We use the information You provide. You can, at any time:

- 1) ask for Your Personal Information to be corrected or updated
- 2) ask Us to remove Your Personal Information from Our records
- 3) tell Us if You do not want Us to use Your Personal Information for the purposes outlined above

To do this, please contact us at the email address listed at the bottom of this statement.

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Contact Information: If You would like to contact us about Your Personal Information or this Privacy Policy, please send us an email at the following email address info@assayofficelondon.co.uk. We will take all appropriate measures to satisfy Your request.

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You will have the opportunity to check your Order and correct any input errors up until the point that you confirm Your Order. If You have any questions then please contact Us using the details on the 'Contact Us' page of this Website.

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A contract for the purchase of Services by You is formed when You complete and submit an Order (with a Hallnote as required) online or return the signed Order (and Hallnote if required) to Us by post or fax.

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