

DATA PROTECTION ACT (1998)

In accordance with the Data Protection Act (1998), H. B. Rutherford & Co. Ltd. will treat all client's data with the strictest of confidence. The data shall not be shared with any other organisations, and will be seen only by those employees who securely work with the data.

Once we are finished with the data, we will take instructions from our client regarding what we are to do with it, i.e. whether it be destroyed or kept on file for future use.

Signed

Date