
Email Policy

1. Any emails (or attached files included with them) sent by the CQL Group of Companies (CQL group) may contain confidential or proprietary information and is intended solely for the use of the individual or entity to whom they are addressed. Should you receive an email in error from CQL group, please delete it, together with any attachments, from your system immediately, destroy all copies and notify either the sender or info@cqlgroup.co.uk or telephone **+44 (0)20 7492 5900**
2. The unauthorised use, disclosure, copying or alteration of any CQL group email is forbidden.
3. Although reasonable precautions are taken to ensure that our Emails are virus free, CQL group will not be liable for direct, special, indirect or consequential damage as a result of any virus being passed on, or arising from alteration of the contents of this message by a third party. We may monitor all Email communication through our networks.
4. If you contact us by Email, we may store your name and address to facilitate communication. Please note that in replying to an Email that was sent to you by the CQL, group you are granting the right for that reply to be forwarded to any other individual and to be read by a surrogate in the event that the intended recipient is out of the office or is no longer employed by the company. Should you not wish for this to happen please advise the addressee at the time of transmitting the email. Similarly should you wish for your email address to be removed from our database(s), please write to; The Company Secretary, Capital Quality Limited, 4th Floor New Penderel House 283-288 High Holborn London WC1V 7HP
5. Any views expressed or comments made in an email are those of the author and may not necessary reflect the policies of CQL Group
6. For the avoidance of doubt the main operating companies in the CQL group are Capital Quality Limited (CQL) and CeQueL2 Limited (CQL2)