

Clapham & Collinge LLP ("We" and "Us") are committed to protecting and respecting your privacy.

This policy (together with our terms of use <http://www.clapham-collinge.co.uk/terms-of-business> and any other documents referred to on it) sets out the basis on which any personal data We collect from you, or that you provide to Us, will be processed by Us. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it. By visiting <http://www.clapham-collinge.co.uk/> ("Our Site") you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Clapham and Collinge LLP, St. Catherine's House, All Saints Green, Norwich NR1 3GA.

#### **INFORMATION WE COLLECT FROM YOU**

We will collect and process the following data about you:

**Information you give us.** This is information about you that you give Us by filling in forms on Our Site or by corresponding with Us by phone, e-mail or otherwise. The information you give Us may include your name, address, e-mail address and phone number, financial and credit card information, personal description and photograph.

**Information We collect about you.** With regard to each of your visits to Our Site We will automatically collect the following information:

1. technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, operating system, browser type and time zone setting;
2. if you contact Us, We may keep a record of that correspondence; and
3. any information that you provide to Us during the course of any work We may carry out on your behalf.

#### **USES OF INFORMATION HELD BY US**

We use information held about you in the following ways:

1. to carry out our obligations arising from any contracts entered into between you and Us and to provide you with the information and services that you request from Us;
2. to provide you, with information about services We feel may interest you. If you do not want us to use your data in this way for marketing purposes, please email [marketing@clapham-collinge.co.uk](mailto:marketing@clapham-collinge.co.uk) and insert into the subject box the word 'unsubscribe'.
3. to notify you about changes to our service;
4. to administer Our Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
5. to improve Our Site to ensure that content is presented in the most effective manner for you and for your computer;
6. to allow you to participate in interactive features of our service, when you choose to do so; and
7. as part of our efforts to keep Our Site safe and secure.

#### **COOKIES**

Our website uses cookies to distinguish you from other users of our website. This helps Us to provide you with a good experience when you browse our website and also allows Us to improve Our Site. For detailed information on the cookies We use and the purposes for which we use them see our Cookie policy.

## **DISCLOSURE OF YOUR INFORMATION**

You agree that We have the right to share your personal information with:

Selected third parties including:

1. business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
2. advertisers and advertising networks that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we will provide them with aggregate information about our users (for example, we may inform them that 500 men aged under 30 have clicked on their advertisement on any given day). We may also use such aggregate information to help advertisers reach the kind of audience they want to target (for example, women in SW1). We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience; and
3. analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will disclose your personal information to third parties:

1. in the event that We sell or buy any business or assets, in which case We may disclose your personal data to such third party and We will disclose your personal data to the prospective seller or buyer of such business or assets;
2. if the business of Clapham & Collinge LLP or any part of it or any part of its assets are acquired by a third party, in which case personal data held by it about its clients will be one of the transferred assets; and
3. if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use (<http://www.clapham-collinge.co.uk/uploads/wysiwyg/file/clapham-collinge-solicitors-terms-of-business-4-october-2016.pdf>) and other agreements; or to protect the rights, property, or safety of Clapham & Collinge LLP, our clients, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **WHERE WE STORE YOUR PERSONAL DATA**

All information you provide to us is stored on our secure servers or a third party cloud provider's servers located within the UK. Any payment transactions will be encrypted. Where We have given you (or where you have chosen) a password which enables you to access certain parts of Our Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, We cannot guarantee the security of your data transmitted to Our Site; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

## **YOUR RIGHTS**

You have the right to ask Us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if We intend to use your data for such purposes or if We intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by contacting Us at [marketing@clapham-collinge.co.uk](mailto:marketing@clapham-collinge.co.uk)

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that We do not accept any responsibility or liability

for these policies. Please check these policies before you submit any personal data to these websites.

#### **ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

#### **CHANGES TO OUR PRIVACY POLICY**

Any changes We make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

#### **CONTACT**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Data Controller for the purposes of the Act at St. Catherine's House, All Saints Green, Norwich NR1 3GA.