**DATA PROTECTION AND PRIVACY POLICY**

**INTRODUCTION**

Welcome to Powells Walton Solicitors privacy notice.

Powells Walton Solicitors respects your privacy and is committed to protecting your personal

data. This privacy notice will inform you as to how we look after your personal data when you

visit our website (regardless of where you visit it from) and tell you your privacy rights and how

the law protects you.

This privacy notice deals with the specific areas set out below. Please use the glossary below to

understand the meaning of some of the terms used in this privacy notice:

*1. IMPORTANT INFORMATION AND WHO WE ARE*

*2. THE DATA WE COLLECT ABOUT YOU*

*3. HOW IS YOUR PERSONAL DATA COLLECTED*

*4. HOW WE USE YOUR PERSONAL DATA*

*5. DISCLOSURES OF YOUR PERSONAL DATA*

*6. INTERNATIONAL TRANSFERS*

*7. DATA SECURITY*

*8. DATA RETENTION*

*9. YOUR LEGAL RIGHTS*

*10. GLOSSARY*

*11. COOKIE POLICY*

**1. IMPORTANT INFORMATION AND WHO WE ARE**

**PURPOSE OF THIS PRIVACY NOTICE**

This privacy notice aims to give you information on how Powells Walton Solicitors collects and

processes your personal data through you use of this website.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair

processing notice we may provide on specific occasions when we are collecting or processing

personal data about you so that you are fully aware of how and why we are using your data.

This privacy notice supplements the other notices and is not intended to override them.

**CONTROLLER**

Powells Walton Solicitors is the controller and responsible for your personal data (collectively

referred to as “Powells Walton Solicitors”, our in this privacy notice.

We have appointed a data protection officer (DPO) who is responsible for overseeing questions

in relation to this privacy notice. If you have any questions about this privacy notice, including

any requests to exercise your legal rights, please contact the DPO using the details set out below.

**CONTACT DETAILS**

Our full details are:

Full Name of legal entity: POWELLS WALTON SOLICITORS

Name and title of DPO: CHRISTOPHER ADAIR POWELL, Principal within the firm

Email address: chris@powells-solicitors.co.uk

Telephone number: 01255 675698

You have the right to make a complaint at any time to the Information Commissioner’s Office

(ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would,

however, appreciate the chance to deal with your concerns before you approach the ICO,

so please contact us in the first instance.

**CHANGES TO THE PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES**

This version was last updated on 20th October 2020. Historic versions can be obtained by contacting us.

The data protection law in the UK changed on 25th May 2018. Although this privacy notice

sets out most of your rights under the new laws, we may not yet be able to respond to some

of your requests as we are still working on getting our systems ready for some of these changes.

It is important that the personal data we hold about you is accurate and current. Please keep

us informed if your personal data changes during your relationship with us.

**THIRD-PARTY LINKS**

This website may include links to third-party websites, plug-ins and applications. Clicking on

those links or enabling those connections may allow third parties to collect or share data about

you. We do not control these third-party websites and are not responsible for this privacy

statements. When you leave our website, we encourage you to ready the privacy notice of

every website you visit.

**2. THE DATA WE COLLECT ABOUT YOU**

Personal data, or personal information, means any information about an individual from which

that person can be identified. It does not include data where the identity has been removed.

Through your use of this website, we may collect, use, store and transfer different kinds of

personal data about you which we have grouped together as follows:

**Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

**Usage Data** includes information about how you use our website.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for

any purpose. Aggregated Data may be derived from your personal data but is not considered

personal data in law as this data does not directly or indirectly reveal your identity. For

example, we may aggregate your Usage Data to calculate the percentage of users accessing

a specific website feature. However, if we combine or connect Aggregated Data with your

personal data so that it can directly or indirectly identify you, we treat the combined data as

personal data which will be used in accordance with this privacy notice.

We do not collect any **Special Categories of Personal Data** about you (this includes detailsabout you (this includes details about your race or ethnicity, religious or philosophical beliefs,

sex life, sexual orientation, political opinions, trade union membership, information about

your health and genetic and biometric data). Nor do we collect any information about criminal

convictions and offences.

**IF YOU FAIL TO PROVIDE PERSONAL DATA**

Where we need to collect personal data by law, or under the terms of a Contract we have with

you and you fail to provide that data when requested, we may not be able to perform the

Contract we have or are trying to enter into with you (for example, to provide you with goods

or services). In this case, we may have to cancel a product or service you have with us but we

will notify you if this is the case at the time.

**3. HOW IS YOUR PERSONAL DATA COLLECTED**

We use different methods to collect data from and about you including through:

**Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We

collect this personal data by using cookies, server logs and other similar technologies. We may

also receive Technical Data about you if you visit other websites employing our cookies. Please

see our cookie policy below for further details.

**Third parties or publicly available sources.** We may receive Technical Data from analytics

providers which as Google based outside the EU.

**Usage Data** includes information about how you use our website.

**4. HOW WE USE YOUR PERSONAL DATA**

We will only use your personal data when the law allows us to. Most commonly, we will use your data (a) where it is necessary for our legitimate interests (or those of a third party) and

your interests and fundamental rights do not override those interests, and (b) where we need

to comply with a legal or regulatory obligation.

The types of lawful basis that we will rely on to process your personal data are set out below.

**CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it, unless we

reasonably consider that we need to use it for another reason and that reason is compatible

with the original purpose. If you wish to get an explanation as to how the processing for the

new purpose is compatible with the original purpose, please *contact us.*

If we need to use your personal data for an unrelated purpose, we will notify you and we will

explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in

compliance with the above rules, where this is required or permitted by law.

**5. DISCLOSURES OF YOUR PERSONAL DATA**

We may have to share your personal data with the parties set out below for the purposes set

out at paragraph 4 above:

a) External Third Parties as set out in the glossary.

b) Third Parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a

change happens to our business, then the new owners may use your personal data in the same

way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in

accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for

specified purposes and in accordance with our instructions.

**6. INTERNATIONAL TRANSFERS**

We do not transfer your personal data outside the European Economic Area (EEA).

**7. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal data from being

accidentally lost, used or accessed in an unauthorised way, or disclosed. In addition, we limit

access to your personal data to those employees, agents, contractors and other third parties

who have a business and need to know. They will only process your personal data on our

instructions and they are subject to a duty of confidentially.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

**8. DATA RETENTION**

**HOW LONG WILL YOU USE MY PERSONAL DATA FOR?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting

requirements.

To determine the appropriate retention period for personal data, we consider the amount,

nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use

or disclosure of your personal data, the purposes for which we process your personal data

and whether we can achieve those purposes through other means, and the applicable legal

requirements.

**9. YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under the data protection laws in relation to your

personal data. Your rights are listed below, and more detail can be found in the glossary below:

\* *Request access to your personal data.*

*\* Request correction of your personal data.*

*\* Request erasure of your personal data.*

*\* Object to processing of your personal data.*

*\* Request restriction of processing your personal data.*

*\* Request transfer of your personal data.*

*\* Right to withdraw consent.*

If you wish to exercise any of the rights set out above, please *contact us.*

**NO FEE USUALLY REQUIRED**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

**WHAT WE MAY NEED FROM YOU**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a

security measure to ensure that personal data is not disclosed to any person who has no right

to receive it. We may also contact you to ask you for further information in relation to your

request to speed up our response.

**TIME LIMIT TO RESPOND**

You will not have to pay a fee to access your personal data (or to exercise any of the other

rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

**10. GLOSSARY**

**LAWFUL BASIS**

**Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service and the best and most secure experience.

We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests.

We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law).

You can obtain further information about how we assess our legitimate interests against any

particular impact on you in respect of specific activities by *contacting us.*

**Comply with a legal or regulatory obligation** means processing your personal data where it is

necessary for compliance with a legal or regulatory obligation that we are subject to.

**EXTERNAL THIRD PARTIES**

\* Service providers acting as processors based in the UK who provide IT and system

 administration services.

\* Professional advisors acting as processors including Lawyers, Bankers, Auditors and Insurers

 based in the UK who provide consultancy, banking, legal, insurance and accounting services.

\* HM Revenue and Customs, regulators and other authorities acting as processors based in

 the UK who require reporting of processing activities in certain circumstances.

**YOUR LEGAL RIGHTS**

**Request access** to your personal data (commonly known as a “data subject access request”).

This enables you to receive a copy of the personal data we hold about you and to check that we

are lawfully processing it.

**Request correction** of the data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the

accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete to remove personal data where there is no good reason for us continuing to process it. You also have the

right to ask us to delete or remove your personal data where you have successfully exercised

your right to object to processing (see below), where we may have processed your information

unlawfully or where we are required to erase your personal data to comply with local law.

Note, however, that we may not always be able to comply with your request of erasure for

specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend

the processing of your personal data in the following scenarios: (a) if you want us to establish

the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase

it; (c) where you need us to hold the data even if we no longer require it as you need to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but

we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you,

or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format, note that this right only applies to automated information which you initially

provided consent for us to use or where we used information to perform a Contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data.

However, this will not affect the lawfulness of any processing carried out before you withdraw

your consent. If you withdraw your consent, we may not be able to provide certain services to

you. We will advise you if this is the case at the time you withdraw your consent.

**11. COOKIE POLICY**

Like many websites, the Powells Walton Solicitors website uses cookies – small text files, typically of letters and numbers – to capture limited information about the site’s users. The

information is transferred by the website to the cookie file of the browser on the hard drive

of the user’s computer.

This site uses Google Analytics cookies. these allow us to measure he number of visitors, to

see how visitors navigate the site and to see which resources they access. This helps us to

develop new content and to improve the way the website works. These cookies do not enable

us to identify individual users. Google provides **further information about Analytics**.

To prevent Google Analytics cookies being set, you may install the **Google Analytics Opt-Out**

**Browser Add-On.**

For general information about cookies please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)