

# Website privacy policy

## **1 Introduction**

- 1.1 Hunt & Coombs LLP takes your privacy very seriously. We ask that you read this Privacy policy carefully as it contains important information about what to expect when we collect personal information about you and how we will use your personal data.
- 1.2 Hunt & Coombs LLP is a Limited Liability Partnership registered in England and Wales under number OC320243, and is authorised and regulated by the Solicitors Regulation Authority. The registered office is located at 35, Thorpe Road, Peterborough PE3 6AG.
- 1.3 This policy applies to information we collect about:
  - 1.3.1 visitors to our website
  - 1.3.2 people who do business with us or register for our service
- 1.4 By providing personal information such as your name and email address via the forms on this website, you agree to us contacting you with regard to the information you request.
- 1.5 Some forms on our website may ask you for permission to enable us to add you to our mailing list. This is an opt-in mailing list and your personal information will be used solely by us. Under no circumstances will your personal information be sold or used by other organisations.

## **2 The information we collect about you**

When you do business with us or register for our services we collect the following personal information from you:

- 2.1 name
- 2.2 postal address, email address and telephone number
- 2.3 date of birth
- 2.4 We may also receive information about you from other sources (such as online ID checking facility) which we will add to the information which we already hold about you in order to help us provide legal services.

## **3 How we will use the information about you**

- 3.1 We gather this information to allow us to provide the services requested. The relevant information is then used by us to communicate with you on any matter relating to the conduct of your instructions in general. If you agree, we may also contact you about other products and services we think may be of interest to you.
- 3.2 We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us to develop our website and our services. We may also provide such aggregate information to third parties. These statistics will not include information that can be used to identify you.

## **4 Marketing**

- 4.1 We may also wish to provide you with information about special features of our website or any other service we think may be of interest to you. If you would rather not receive this information, please send a blank email message to [info@hcsolicitors.co.uk](mailto:info@hcsolicitors.co.uk). If you agree to us providing you with marketing information, you can always opt out at a later date.

## **5 Cookies and other information-gathering technologies**

- 5.1 Our website uses cookies. Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. These cookies allow us to

distinguish you from other users of the website which helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

5.2 For more information on which cookies we use and how we use them, see our Cookies policy.

## **6 How we protect your information**

6.1 We have put in place security procedures and technical and organisational measures to safeguard your personal information:

- Personal data will only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Data Protection Act;
- We ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data;
- Procedures and technologies are used to maintain the security of all personal data from the point of collection to the point of destruction. This includes *firewalls, browser certification technology, limited access, use of passwords, secure lockable desks and cupboards, appropriate methods of destroying data such as shredding paper documents and secure offsite storage.*

6.2 We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

## **7 Access to your information and updating and correcting your information**

7.1 You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to [gillian.bassett@hcsolicitors.co.uk](mailto:gillian.bassett@hcsolicitors.co.uk) or send a letter to Gillian Bassett, Hunt & Coombs LLP, 35, Thorpe Road Peterborough PE3 6AG. We may make a small charge for this service.

7.2 We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to Hunt & Coombs LLP changes, for example if you change your email address or name, please let us know the correct details by sending an email to [gillian.bassett@hcsolicitors.co.uk](mailto:gillian.bassett@hcsolicitors.co.uk) or send a letter to Gillian Bassett, Hunt & Coombs LLP, 35, Thorpe Road Peterborough PE3 6AG. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

## **8 Your consent**

8.1 By submitting your personal information you consent to the use of that information as set out in this policy.

## **9 Changes to Privacy policy**

9.1 We keep our Privacy policy under regular review. If we change our Privacy policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. This Privacy policy was last updated on 1 May 2015.

## **10 How to contact Hunt & Coombs LLP**

10.1 We welcome your views about our website and our Privacy policy. If you would like to contact us with any queries or comments please send an email to our Business Development and Marketing Manager [info@hcsolicitors.co.uk](mailto:info@hcsolicitors.co.uk) or send a letter to Business Development and Marketing Manager, 35, Thorpe Road, Peterborough PE3 6 AG.

## **11 Links to other websites**

- 11.1 Our website contains links to other websites. This Privacy policy applies only to this website so when you access links to other websites you should read their own privacy policies.