

## Privacy policy

### **1 Who We Are**

Under the UK Data Protection Act 1998 we have to say who the 'data controller' is for [www.assistlaw.co.uk](http://www.assistlaw.co.uk) and services provided through our websites. The data controller is the organisation responsible for protecting information and, in our case, is Assist Law, unit 9 Morston Court, Aisecome Way, Weston Super Mare, BS22 8NG

### **2 Collection and use of personal information**

We may collect the following information about you: Gender, Name, Mailing address and job occupation; contact information including email address and telephone number; date of birth, other demographic information This information is required to understand your needs and provide you with a better service, and in particular, for the following reasons: internal record keeping; to improve our products and services; to periodically send you promotional e-mails about new products, special offers or other information which we think you may find interesting by using the email address that you have provided. If at any point, you decide that you would rather not hear from us, please let us know by emailing [customercare@assistlaw.co.uk](mailto:customercare@assistlaw.co.uk)

### **3 Processing of data**

Assist Law collects personal data in the course of providing services to customers. Assist Law must satisfy at least one of the conditions in the Act for the processing of personal data and ensure that the processing is fair. If further processing beyond the purposes the data has been collected for then consent should be sought again, unless another condition or exemption in the Data Protection Act applies.

Consent should be obtained using an 'opt-in' by the data subject rather than an 'opt-out'. Assist Law will not assume consent has been given simply by the absence of an objection.

Under the DPA, Assist Law is not always required to seek the consent of data subjects when processing personal data, for example, when processing for legitimate business purposes, as part of the performance of a contract, when the information is already in the public domain, or required under law or any statutory requirement.

### **3 Security**

Access to your information is restricted in our offices. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The servers that store this information are kept in a secure environment

No information is transferred outside the EEA

Unfortunately, the transmission of information via the internet can never be completely secure. Although we will use reasonable endeavours 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.

### **4 Disclosure to 3<sup>rd</sup> parties**

We will not sell, distribute or lease your personal information to any third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. If at any point, you decide you would prefer not to be sent information about these carefully selected third parties, please let us know by emailing

In addition to the above, we may disclose your personal information to the following parties and in the following circumstances:

To allow third party vendors, consultants and other service providers to perform services on our behalf.  
To third parties in order for us to protect our operations or those of our affiliates.

To a third party in the event of any reorganisation, merger, acquisition, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business or assets (including in connection with any bankruptcy or similar proceedings)

### **5 Children**

We will collect the name, address, Gender and date of birth of children under the age of 16. This is in order to fulfill the wishes of the parent or guardian. Consent to this will be provided by the Parent or guardian.

### **6 Access Rights**

You may request details of personal information which we hold about you under the Data Protection Act 1998.

If you would like a copy of the information held on you, please write [customercare@assistlaw.co.uk](mailto:customercare@assistlaw.co.uk). And we will reply with further details. If you believe that any information we are holding on you is incorrect, or incomplete, please write to us as at the above address. We will promptly correct any information found to be inaccurate.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> September 2014.