

# PRIVACY NOTICE



## Collecting information

Carter Parry Bailey LLP is committed to protecting your privacy and maintaining the security of any personal information we receive from you. The purpose of this statement is to explain what personal information we collect and how we may use it.

Apart from the information that you voluntarily provide to us through email or in the process of retaining our services, we collect no personal data about you, and we do not collect more personal data than is necessary for a particular purpose.

We do not collect any data from you visiting our website.

## Information shared with third parties

We do not transfer your personal data or share it with anyone else unless:

- **It is necessary for the legal services that we provide to you** – In such circumstances, insofar as possible, we shall let you know in advance where your data is being transferred and why the transfer is necessary.

In the unlikely event that we are required to transfer your personal data information to countries outside the EEA which do not provide the same level of data protection as the UK, we will only do so with your prior written consent and shall put appropriate arrangements in place to ensure that your information is adequately protected.

- **We are compelled to do so by law or a court order.**

## Right to access

We will use our best endeavours to ensure that the personal data which we hold is as accurate as possible. Please let us know immediately if there any changes to your information or if you become aware that the information that we hold is incorrect.

You may contact us to find out what, if any, personal data we hold about you, and ask us to correct or update this data.

## Right to object

You can tell us at any time if you would prefer not to receive our publications, event information and/or marketing communications. The easiest way to do this is to email [tracy.bailey@cpblaw.com](mailto:tracy.bailey@cpblaw.com) with the heading 'unsubscribe' or click on the 'unsubscribe' button which can be found at the bottom of our email communications with you.

## Security

We are committed to keeping your personal data and records confidential. Our network is contained within a hosted system which is protected by Next Generation firewalls with regular monitoring to detect malicious activity. Access controls are in place and all external activity is encrypted.

Your personal data will only be handled by employees and consultants of this firm, who have all signed a confidentiality agreement, have the integrity to keep your personal data confidential and will use your

data only for the purpose for which it was collected. Each staff member has their own password to log in to their own email account.

### **Retention**

We only keep your personal data for as long as is necessary. Your files will be stored in archive for a period of 7 years and destroyed in accordance with our policy on the storage of files and retention of documents.