

PRIVACY POLICY

Adept Law is a trading name of Adept Law Limited, a company registered in England and Wales, company number 14079663. The registered office address is Falkland Way, Barton Upon Humber, North Lincolnshire, DN18 5RL. Adept Law, registered with the Information Commissioner's Office under registration reference ZB520664 is the Data Controller when processing your data.

This document provides you with the information regarding your rights and our obligations in connection with collection and processing your personal information.

Information we collect

Adept Law processes your personal information in accordance with the legal, statutory and contractual obligations. Adept Law only collects necessary personal data to provide you with our Services in accordance with the list below, usually, but not limited to:

- Name
- Date of Birth
- Occupation
- Home Address
- Email address
- Telephone numbers
- Documents such as National Insurance Number, Passport Number and/or Driving Licence number
- IP Address
- Health and medical information
- Family relationships
- Details regarding religion

Personal data will be collected directly and indirectly.

How we collect your information

Adept Law obtains your personal data either directly during interviews, from an enquiry, by telephone, email, post or contact through the website. Personal data may also be obtained from a third party, such as through referrals from an introducer, such as an accountant, financial adviser or other such organisation/professional individual.

How we use your personal data.

Processing data constitutes as collecting, storing and using your data. Adept Law will process this data in accordance with the GDPR.

Adept Law will never disclose, sell or share your data without your consent. However, in certain circumstances Adept Law may have to disclose information without your consent to comply with legal obligations such as business accounting, tax purposes and regulatory compliance. Adept Law will strive to keep your data accurate and up-to-date, retained only for as long as is necessary, and for the purpose of providing you with the Services requested by you. If you consent to Adept Law providing you with marketing information you can withdraw this consent at any time. Please note, to comply with UK tax laws basic personal data such as name, address and contact details have to be retained for a minimum period of 6 years.

Adept Law collects and stores your personal data when you visit the website or engage with us in social media. This can be by cookie management system (consent) on our website

and when you send us an enquiry via our contact forms, or direct message us through Twitter or Facebook (contractual obligation).

Your rights

You have the right to access any personal information that Adept Law processes about you. You can request information about:

- The personal data we hold about you;
- The purpose and legal basis for the processing of the data;
- The categories of personal data collected, stored and processed;
- Recipient(s) or categories of recipients that the data has/will be disclosed to;
- How long the data will be stored;
- The source of the data if it wasn't collected directly from you.

If you believe the data we hold for you is inaccurate you have the right to ask for the data to be corrected. If there is a valid reason why the data cannot be corrected you will be notified.

If you wish to have your data erased or restricted in terms of processing please advise in writing. Adept Law may wish to identify you in any request so as to ensure the data is kept secure. Adept Law will only accept two of the following forms of ID when information about your personal data is requested: Photo Driving Licence, Passport, Utility Bill (dated within the last three months) or Notarised ID Document.

Safeguarding your data

Adept Law takes all reasonable measures to ensure your data is secure. This includes firewalls and anti-virus software etc. All hard copies of documents are securely destroyed.

Complaints

If you have any questions or complaints regarding the processing your personal data, at first instance this should be raised with Adept Law, Falkland Way, Barton Upon Humber, North Lincolnshire, DN18 5RL. Any complaint will be dealt with in accordance with the policy on complaints. Should your complaint not be resolved to your satisfaction you may contact:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
[Information Commissioner's Office \(ICO\)](#)

Use of cookies

To make websites simpler to use small data files are placed on your computer. These are known as cookies. Cookies improve things by:

- remembering settings, so you don't have to keep re-entering them whenever you visit a new page;
- remembering information you've given (i.e. your postcode) so you don't need to keep entering it;
- measuring how you use the website so we can make sure it meets your needs.

Cookies aren't used to identify you personally. They're just there to make the site work better for you. Indeed, you can manage and/or delete these small files as you wish.

You can opt out of [Google Analytics cookies for all sites](#).

To learn more about cookies and how to manage them, visit AboutCookies.org.

- First Party Cookies are cookies that are set by the website directly. Adept Law uses Google Analytics to collect information about how people use the site. We do this to make sure it's meeting users' needs. Google Analytics stores information about what pages you visit, how long you are on the site, how you got there and what you click on. We do not use cookies to collect or store your personal information so this information cannot be used to identify who you are. There are also cookies that store basic data on your interactions with Wix, the CMS running the website.
- Third Party Cookies are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site allow visitors to share content onto social networks. Cookies are currently set by Twitter, Facebook and Google+. If you want to prevent sites setting third party cookies you can opt out of this service.
- Log Files allow Adept Law to record visitors' use of the site. These logs are automatically generated from all visitors, which is used to make improvements to the layout of the site and to the information in it, based on the way that visitors move around it. Log files do not contain any personal information about you.

The website contains links to our partners, as well as other external sites. You should note, that if you click through to any of these external sites, Adept Law does not have control over that site. Adept Law cannot be responsible for the protection of any information that you provide to these other websites as they are not governed by this Privacy Statement. You should always exercise caution and look at the privacy statement of whichever website it is that you are visiting.

Adept Law reserves the right to change this Privacy Policy. Your continued use of the website will be subject to the current Privacy Policy.