MLP LAW LTD – WEBSITE PRIVACY NOTICE

This Privacy Notice explains how MLP Law Ltd uses personal information we collect about you when you use this website.

What information do we collect about you?

We collect information about you when you voluntarily complete online forms and provide feedback. We currently collect and process the following information:

• Personal identifiers, contacts and characteristics (for example, name and contact details)

Website usage information is collected using cookies.

How will we use the information about you?

We collect information about you to contact you about our services or respond to your enquiry.

We use your information collected from the website to monitor traffic to our website.

We will not share your information for marketing purposes with companies outside of MLP Law Ltd.

We may send your details to and also use information from credit reference agencies and fraud prevention agencies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us.
- (b) We have a contractual obligation.
- (c) We have a legitimate interest.

Marketing

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please click here.

Access to your information and correction

Your information is securely stored. You have a 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 email or write to us. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

In common with many other websites, we use cookies to distinguish individual visitors to our website and to provide a more useful and personalised experience. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit <u>www.aboutcookies.org</u> or <u>www.allaboutcookies.org</u>, Cookies cannot harm your computer. Your browser options let you choose whether to accept cookies or not and the above websites tell you have to remove cookies from your browser. However, in a few cases some of our website features may not function as a result. As different browsers work in different ways you should consult the help function of your chosen browser for further details.

This website is built on WordPress. WordPress sets a few non-tracking cookies and it only stores a temporary session cookie. We do not set any third-party tracking cookies.

Other websites

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to contact us

Please contact us if you have any questions about our Privacy Notice or information we hold about you:

- by email using the form at https://www.mlplaw.co.uk/contact/; or
- write to us at 7 Market Street, Altrincham, WA14 7QE.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us.

You can also complain to the ICO if you are unhappy with how we have used your data. **The ICO's address:** Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113 ICO website: https://www.ico.org.uk