

# Privacy Statement Michael Lewin Solicitors Ltd

07/06/2011

We are committed to protecting the personal information that you provide, and recognise the importance of being clear about how we intend to use it.

All personal information provided by you through this website will be held by Michael Lewin Solicitors Ltd. Our registered office is 376 Harrogate Road, Leeds, LS17 6PY.

This privacy policy relates to information that you provide to us through the [michaellewin.co.uk](http://michaellewin.co.uk) website. There are hyperlinks contained within our website which link to other websites owned and managed by third parties. These third parties have their own privacy policies and we recommend that you consider those when using their websites. We do not accept any liability or responsibility in the privacy practices of these third party websites.

## Information we may collect from you

When you request a service from our website we may ask you for personal information to allow us to provide you with the services that you require. This information could include the following:

- Full name
- Contact number
- Postal address
- Email address
- Claim type
- Details of your enquiry, and your preferred contact method
- Internet Protocol addresses

## Sensitive personal information

Some of the information you provide to us is considered *sensitive personal data* as defined under the Data Protection Act 1998. This means information about a person's ethnic or racial origin, political opinions, beliefs, health, sexual life, criminal record, or trade union membership. Such information provided will only be processed following your explicit consent, which we will ask for when you submit the information.

If you give us information about someone else, we may need more information from you before we can deal fully with your enquiry.

## How do we intend to use your information?

*To provide a service:* we may contact you for reasons relating to the service you have made a request for. We would use your contact details to manage this and may retain them for marketing purposes. Please refer to the marketing section below on how we may use your information for marketing purposes.

*If you are interested in working for us:* we will only use your information to process your application and to monitor recruitment and provide statistics. Personal information about unsuccessful candidates will be retained for six months after the recruitment process is completed, at which point it will be disposed of confidentially.

*Internet Protocol (IP) address:* an IP address is a number that can uniquely identify a computer or network device on the internet. We may collect this information for the purpose of monitoring website traffic and improving the user experience of the site. IP addresses may also be used to manage and address and abusive online behaviour.

## Cookies

Cookies are text files placed by our website onto your computer; they collect standard internet log and visitor behaviour information. Michael Lewin Solicitors Ltd website does not use cookies at this time. However should this change our privacy policy will be amended accordingly. For further information about cookies please visit the websites [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **Will my personal information be shared with other organisations?**

Your personal information that you give to us via our website will be only used by Michael Lewin Solicitors Ltd.

However; we use other people and organisations to deliver some of our services. So, on some occasions, we may share your personal information with third parties to allow us to provide you services, such as, using a medical expert to prepare your report, or using a rehabilitation company to arrange physiotherapy for you following your accident. This is by no means an exhaustive list of all those to whom we may pass your personal information whilst delivering our services to you. We are happy to provide this detailed information on a case by case basis.

We require all third parties to comply strictly with our privacy policy when processing personal information and that your information is not used for their own business purposes.

In exceptional circumstances, such as, dealing with fraud or credit risk; dealing with abusive online behaviour; to enforce rights; to protect property; to protect human safety; if the law requires it; or if we sell any part of our business, we may pass your information on for another person to use for their own purposes. We will not otherwise give your information to anyone outside Michael Lewin Solicitors Ltd to use for their own purposes without telling you, for example, by updating this privacy statement.

### **How long will Michael Lewin Solicitors Ltd retain my personal information?**

We will retain your personal information for as long as is necessary for the required service to be provided to you and as required by law. All retained personal information is subject to the controls of our data protection policy and will be confidentially disposed of when it is considered to be of no further value.

### **Where will my personal information be kept?**

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your information will be under the control of Michael Lewin Solicitors Ltd. It will be held on our computer system. Parts of our computer system, including our website and electronic communications, are provided by our UK suppliers of computer systems, and are provided for Michael Lewin Solicitors Ltd sole use. When we print out your information, print outs will be in the possession and control of our employees at all times.

The internet is not completely secure. We cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

### **Changes to this policy**

We will periodically review our privacy statement to ensure it reflects the personal information that we may request from you, and how we may process it. The date of subsequent revisions of this policy will be clearly stated at the top of this page.

### **Marketing**

We would like to contact our clients for marketing purposes, and promote new services to you. This may be by post, phone, email or text message. You have the option not to receive direct marketing from us when you make an enquiry. If you do not wish to receive any direct marketing from us please email us with your name and address and we will update our records.

### **Access to your personal information**

You have the right, under the Data Protection Act 1998, to see the key personal information that Michael Lewin Solicitors Ltd holds about you.

You are also entitled to know:

- where this information came from
- why we are using it; and
- whether we have passed it to anyone else.

In line with the Act, we will provide, on your written request, any information that we hold about you within 40 days.

We make a £10 charge for each request for information under the Act to cover our administration costs.

To make a request for your personal information please write to us at: Michael Lewin Solicitors Ltd, 376 Harrogate Road, Leeds, LS17 6PY. Please enclose your payment and make cheques payable to Michael Lewin Solicitors Ltd.

The Data Protection Act does not entitle you to see non-personal information or information about other people.

**Your other rights**

You have other rights under the Data Protection Act which you can exercise at any time by writing to us at the address above. Exercising your rights in certain circumstances may make it difficult or impossible for us to provide you with services.