

Privacy Policy and Terms of Use

Altlaw and the Protection of your Data

Alltlaw eDiscovery Limited and Altlaw Limited has always treated the collection, use and security of customer data as an important aspect of our customer relationships and business operation. We have many essential policies and practices in place that mean our customers can share their information with us, safe in the knowledge that it will be kept securely and not be sold on or misused.

The General Data Protection Regulation (GDPR)

In May 2018 the General Data Protection Regulation(GDPR) comes into force. This new legislation has given us the opportunity to review our approach to the use of customer data and to add more clarity and transparency to our process.

The GDPR is a Europe-wide directive that is designed to strengthen and unify data protection for all individuals within the European Union.

At Altlaw Limited and Altlaw eDiscovery Limited (company number(s): 07108843/05155538), we are committed to protecting your data and privacy.

We have published this data protection guide to ensure that you are fully aware of how and why we collect information about you, to whom such information is disclosed and what your rights are. You should ensure that you have read and understood this guide before providing your information to us.

This guide sets out how we will use your personal information.

PRIVACY POLICY

What personal information do we collect and how do we obtain it?

We receive your personal information when you register to receive our newsletter.

How do we use your personal information?

The table below sets out how we may use the different types of personal information we collect from you and our lawful basis for doing so.

Personal data collected	How we use such personal data	Lawful basis
Email address you provide to us on subscription to our newsletter.	To send you our weekly newsletter containing our latest offers, details of our new website content and third party links and to invite you to register for an account with us.	Your consent.
IP address	We will retain your IP address when you enter and browse our website. We will use your IP address to monitor the performance of our website, to investigate security issues, to monitor how you use our website (the pages you access, the time spent on each page, the frequency at which you visit our website and other related factors) and to provide relevant advertisements relating to our products to you (unless you set your browser settings to tell us that you do not wish us to do so).	Your consent.
Name, email address and/or telephone number provided by you during the use of our website.	To contact you to discuss services that have been requested by you.	We will use these personal details to carry out any services requested by you.

You may withdraw your consent at any time. Some of our use of your personal information is subject to the lawful basis of “consent” (you will be able to see where this is the case in the table above). You are able to withdraw your consent to such processing at any time by either contacting us using the contact details set out below or following the “opt-out” link in each communication we send to you. Please note that if you do opt-out we can no longer contact you with the latest news regarding our services.

Where we store your personal data

We will not transfer any personal data we collect from you to a destination outside the European Economic Area.

How do we protect your personal information?

We protect your personal information in the following ways:

- We will not request information which is excessive for our purposes.
- Try, with your assistance, to keep any information we hold about you up to date and accurate.
- Delete any information which we hold about you which is no longer relevant in accordance with our retention policy.
- We follow strict security procedures in the storage and disclosure of information that you have given to us to prevent unauthorised access.
- By having appropriate written agreements in place with those advertisers from which you may request a quote using our site.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website; any transmission is at your own risk. Once we have received your personal information, we will use strict procedures and security features to try to prevent unauthorised access.

Receipt of personal information

If you do not want to continue to be contacted by us please contact us using the contact details set out below or by following the opt-out link in each communication we send to you.

You may continue to receive communications on route to you for a short period of time while your suppression is being processed.

Retention of personal information

Our legal basis for collecting and using your information to reach out to you is in our legitimate interests and does not overwrite your data protection interests or fundamental rights and freedoms. Our legitimate interest, in this case, is to offer you content we believe is in line with the theme of your website and you would want to publish, this is why we need to process your data. For this purpose, we will hold your data for 12 months after engagement.

We may also be required to keep your data for such longer periods as is required pursuant to applicable laws.

You have various rights in respect of your personal information

You have various rights in respect of your personal information, as follows:

- a right of access to a copy of the personal data we hold about you;
- a right to object to processing that is likely to cause or is causing damage or distress to you;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

If you wish to exercise any of these rights, please contact us at:

Info@altlaw.co.uk

We may make changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this website and notified to you the first time you access our website following such change.

