

Privacy Policy

The purpose of the privacy policy is to inform users of the SLP website, which is managed by SLP, about:

- what information is collected about you when you visit this site
- how this information is used
- if this information is disclosed
- the ways in which we protect your privacy.

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

The information we collect

When you visit, register on or submit enquiries through www.slpsolicitors.co.uk you may be asked to provide certain information about yourself including your name and contact details. We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mails or letters you send to us. By submitting personal data manually or in electronic form to this web site, or by using this site, you give your consent that all personal data you submit may be processed in the manner and for the purposes described below.

If you do nothing other than read pages or download information while using this web site, we will capture and store information about your visit. This information will not identify you; it relates to:

- the Internet domain (e.g. www.company.co.uk) and IP address from which you access the web site
- the type of browser (Internet Explorer or Netscape) and operating system (Windows, UNIX) you use
- the date and time of your visit
- the pages you visit
- the address of the web site from which you linked to us (if applicable).

We use this information to make each visit more rewarding, and to provide us with information to help improve our service. We do not know (and do not want to know) the identities of people who visit us in this way.

Web Forms

In certain parts of the web site we collect specific information that you manually input via web forms including: name, email addresses, telephone number, messages such as feedback, enquiries etc. If you send personal information through our Contact Us form, or similar web forms on our web site we will only use this information in the provision of the service(s) or information directly requested by you, or to respond directly to your query or feedback. We will not use this information for any other purpose.

Security and Privacy of Emails and Web Forms

Please be aware that both inbound and outbound communication by email is not secure as messages can be intercepted. Web forms make use of the Internet and email to relay submitted information to us here at Smith Law Partnership and also to send an acknowledgement to you. Please do not send sensitive or confidential information via these web forms or via email.

The Smith Law Partnership website, does not capture or store personal information, but merely logs the user's IP address (the Internet address of your computer) to merely give us an idea of which part of our website you visit and how long you spend there.

Cookies

In common with many other commercial websites the Smith Law Partnership website may use a standard technology called a 'cookie' to collect information about how you use the site; this is a small data file that certain websites write to your hard drive when you visit them. A cookie file can contain information such as a user ID that the site uses to track the pages you've visited, but the only personal information a cookie can contain is information you supply yourself. A cookie can't read data off your hard disk or read cookie files created by other sites.

Some parts of the SLP website use cookies to track user traffic patterns. We do this in order to determine the usefulness of our website information to our users and to see how effective our navigational structure is in helping users reach that information. If you prefer not to receive cookies while browsing our website, you can set your browser to warn you before accepting cookies and refuse the cookie when your browser alerts you to its presence. You can also refuse all cookies by turning them off in your browser. You do not need to have cookies turned on to use/navigate through many parts of our website.

This privacy statement only covers the SLP website and subsequent sub-sites of that domain. Other websites linked to or from the SLP website are not covered by this privacy statement.

Security and Retention

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. (Google). Google Analytics uses 'cookies', which are text files placed on your computer, to help the website analyse how users use the site.

The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage.

Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Why we collect the information

SLP collects the anonymous information described above about the use of the web site. We collect this information for the following reasons:

- to inform the user of ways in which the website can be improved
- improving the quality of our advertising/marketing
- improving customer service
- giving better access to services and information of interest

How we handle the information

We manage any personal data we collect or receive from you in accordance with the Data Protection Act and this is part of our policy. Under the Act you are entitled to access any information that we hold about you, and you have the right to demand that this information is amended and/or deleted should it not comply with the Act's principles.

Access to your information and contacting us

If you wish to see our records of any correspondence you have sent to us, or if you have a query, complaint or feedback about this privacy policy or about the site, you can contact us by e-mail, phone or post:

Smith Law Partnership
Gordon House
22 Rayne Road
Braintree
Essex
CM7 2QW
Tel: 01376 321311
Fax: 01376 559239
enquiries@slpsolicitors.co.uk

Information disclosure

Information disclosure is an important aspect of the Data Protection Act and there are limited circumstances under which we would disclose your data to third parties. Such circumstances might include the disclosure of data:

- The information you provide to us will be held on our computers in the UK and may be accessed by or given to our staff and third parties who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfill and deliver orders and provide support services on our behalf. We may also pass aggregate information on the usage of our site to third parties but this will not include information that can be used to identify you.
- When obliged to do so by law.
- When protecting customer interests, such as legal liability.

- In unusual circumstances, such as a company merger.

Children

This web site is not intended for children under 13 years of age. We neither knowingly solicit nor collect personal information from or about children, nor do we knowingly market our products or services to them.

Links to other sites

This privacy policy does not cover the links within this site linking to other sites. SLP website contains links to other websites. This privacy policy applies only to our site, so you should always be aware when you are moving to another site and read the privacy statement of any site which collects personal information. We do not pass on any personal information you have given us to any other site.

Policy Changes

The personal information we collect and maintain will be subject to the version of the Privacy Policy in effect at the time of collection. We reserve the right to change the Privacy Policy from time to time and we will place an updated version accessible from the home page of our web site. You should make sure you periodically review our website's privacy policy as this will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

Copyright

The content (content being images, text, sound and video files, programs and scripts) of this website is copyright © Smith Law Partnership. All rights expressly reserved.

The content of this website can be accessed, printed and downloaded in an unaltered form (altered including being stretched, compressed, coloured or altered in any way so as to distort content from its original proportions or format) with copyright acknowledged, on a temporary basis for personal study that is not for a direct or indirect commercial use and any non-commercial use. Any content printed or downloaded may not be sold, licensed, transferred, copied or reproduced in whole or in part in any manner or in or on any media to any person without the prior written consent of Smith Law Partnership, including but not limited to:

- transmission by any method
- storage in any medium, system or program
- display in any form
- performance
- hire, lease, rental or loan