

## **Boyes Turner Privacy Policy**

Boyes Turner LLP and Boyes Turner Services Limited ("Boyes Turner", "we", "us" or "our") are committed to protecting your privacy.

This Policy sets out the basis on which any personal data (meaning any information about you which is personally identifiable) that Boyes Turner collects from you or that you provide to Boyes Turner, will be processed by Boyes Turner. Please read the following information carefully to understand Boyes Turner's practices regarding your personal data.

For the purpose of the data protection legislation, the data controller is Boyes Turner LLP, a Limited Liability Partnership registered in England and Wales under company registration number OC360595 and whose registered office address is at Abbots House, Abbey Street, Reading RG1 3BD.

Amendments and updates to this Policy may be made from time-to-time. Any revisions will be posted on this page, so you will always be aware of what information we collect and how we use that information. Please review this page regularly so that you are aware of any changes.

### **1. INFORMATION WE COLLECT AND WHAT IT IS USED FOR**

Boyes Turner may collect and process the following information about you:

- **Information you provide**

As part of Boyes Turner's business of providing legal and other professional services and advice, we may collect personal information and data about you when you contact us for any reasons to request us to provide advice or services to you, or if you register to, or download information from or use our website. This may include personal details such as your name, email address, address, phone number, age, date of birth and marital status, location; business contact information such as your job title, department, and name of organisation; identification information such as copies of your passport or other identification; financial information and history including credit information and history; and demographic information such as behaviour and preferences, interests and postcode.

In certain cases we may, as part of the provision of legal and other professional services and advice to you, need to obtain from you sensitive personal data including information about your racial or ethnic origin, political opinions, religion or similar beliefs, track union memberships, physical or mental health and criminal records.

We will use this information to carry out our obligations and to provide you with any active information or services that you request from us, and to provide you with information about similar services. If you are an existing client, we will use this information to contact you with recommendations and suggestions of services which we feel may interest you. We will also use this information to notify you of any changes to our services and to ensure that the content on our website is presented in the most effective manner for you.

We may pass your details on to third parties to enable them to supply to you services or products or assist you further with advising you on the suitability of those services or products, provided as part of the process of providing you with the legal or other professional services that you have requested.

- **Information we receive from other sources**

As part of providing legal and other professional services, we work closely with third parties to obtain data relating to you including but not limited to credit reference agencies, search information providers, government institutions and agencies, financial institutions and other professionals and service providers and we may receive information about you from them.

We will combine the information received from other sources with information provided and collected in order to provide you with our services.

## **2. WHERE WE STORE YOUR PERSONAL DATA**

Boyes Turner take all reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy.

All information you provide to Boyes Turner is stored on Boyes Turner's secure IT systems with the UK or the EU.

Once Boyes Turner has received your information, Boyes Turner will use strict procedures and security features to try to prevent any unauthorised access to your personal data.

## **3. USE AND DISCLOSURE OF YOUR INFORMATION**

We will use information held about you in the following ways:

- To help us to identify you and any work or transaction we are undertaking with you;
- To carry out our obligations under any agreement with you or (if appropriate) your organisation;
- To communicate with you with regard to our legal and other professional services and advice;
- To notify you of any changed to the obligations we have with you or services that we are providing to you;
- Identify verification and other compliance issues;
- To improve our service and advice;
- To analyse data for insight and analytics;
- To provide you with information, products, services or advice that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- We may pass your information to third parties such as barristers, experts, courts, financial or other judicial bodies when necessary as part of the legal or professional services that we are providing to you;

- There are circumstances where the law allows or requires Boyes Turner to disclose information (including sensitive information) that we may hold about individuals whether they consent. These are:
  - When required by law
  - Protecting vital interests of an individual
  - When the information has already been made public by the individual
  - Conducting legal proceedings
  - Obtaining legal advice or defending legal rights
  - Maintaining for equal opportunities
  - Providing a confidential service where the individual's consent cannot be obtained or it is reasonable to proceed without consent.
- To any actual or prospective seller or buyer of our business;
- In order to comply with any legal obligation, or in order to enforce our terms and conditions we may be required to disclose your personal information;
- If Boyes Turner or substantially all of its assets are acquired by a third party, personal data held by us about our customers will be one of the transferred assets;
- Boyes Turner may share your personal information with its group companies, which means subsidiaries and holding companies;
- For the purposes of the prevention or detection of offences, and/or the apprehension or prosecution of offenders, we may share any information that we collect with the Police, other public or private sector agencies, governmental or representative bodies in accordance with the relevant legislation. This will include public authorities, insurance companies, finance companies and/or other agencies.
- Your data will be stored for six years, after which your data will be erased.

#### **4. MARKETING COMMUNICATIONS**

When you contact Boyes Turner we ask you whether you would like to receive our communications detailing news and services from Boyes Turner via email and/or via post that we feel may be of interest to you. In order to consent to receive these communications, you will need to opt in or you can opt out of receiving this information by leaving the option box unchecked.

Where you have let us know that you are happy to receive information from us, we may send you communications that include new products or services, reminders when your services already provided might be due for review and opportunities to take part in market research.

To stop receiving such communications, please click the link found at the bottom of each email.

#### **5. YOUR RIGHTS**

You have the right to:

- Access all personal information supplied to Boyes Turner and held by us in order to rectify any inaccuracies on the information held. Further enquiries should be sent by email to

[dpo@boyesturner.com](mailto:dpo@boyesturner.com) or by post to Data Protection Officer, Boyes Turner LLP, Abbots House, Abbey Street, Reading, RG1 3BD.

- Request the erasure of your personal data or to object to the processing of your data.
- Lodge a complaint with a supervisory authority. For details of our complaint procedure, please see our Relationship Statement available on our website.
- Withdraw consent to us processing your data at any time. This will not affect the processing already carried out with your consent.
- Request further information regarding the personal data that we hold about you and the source(s) of that information.

## **6. COOKIES**

Our website may use cookies to distinguish you from other users. This helps Boyes Turner to provide you with a good experience when you browse our website and also allows Boyes Turner to improve. For detailed information on the cookies we use and the purposes for which we use them, please see our Cookie policy.

## **7. ACCEPTANCE**

By engaging with Boyes Turner, you consent to the practices described in this Privacy Policy.

## **8. CONTACT**

Questions, comments and requests regarding this Policy are welcomed and should be sent by email to [dpo@boyesturner.com](mailto:dpo@boyesturner.com) or by post to Data Protection Officer, Boyes Turner LLP, Abbots House, Abbey Street, Reading, RG1 3BD.