

Privacy Policy

An essential part of our work at Kaiser Solicitors is the processing of personal data. You can be confident that we fully understand the importance of data protection, and if we hold your personal data – either as a client or non-client – we will always respect it and process it in accordance with UK data protection legislation and the requirements of the General Data Protection Regulation (GDPR).

Our policy explains the reasons why we might ask for your personal data, how we will keep it safe and process it in accordance with the law, what we are doing to protect your rights as a data subject, and how you can exercise those rights.

The personal data we collect

The data we collect will depend on the nature of our interaction with you. We can assure you that we will only collect the data we need for the purpose stated at the point of collection. What we will do with your data, who we may need to disclose it to and how long it will be retained for will be explained to you before you agree to share your data with us.

Why we hold personal data

In each case, we will explain what your personal data is needed for at the point we request it from you. In general, we hold personal data for the following activities:

- To administer our relationship with you, provide our services and respond to enquiries
- To allow us to undertake business development work including sending updates, informing about our services and details of events
- To process job applications
- To deliver information you have requested about our services
- To carry out financial transactions
- To process and respond to any complaints
- To enable us to meet our legal and other regulatory obligations

How we keep personal data secure

Kaiser Solicitors takes data security extremely seriously. We have therefore implemented appropriate digital, managerial and physical procedures to ensure your data is not lost, stolen, damaged or disclosed to any unauthorised person or organisation.

Who sees personal data

It will often be necessary for third parties to see your personal data. You will be told who we may need to disclose your data to at the time we request it from you. As well as specified third parties, for some processes we may need to make use of third-party providers to deliver our services and these may also require access to some personal data. We may be obliged by law to disclose personal data to a public authority, or we may need to disclose personal data to allow us to exercise our legal rights. We may also need to share personal data with any potential purchaser interested in buying the business, in whole or in part. In every circumstance, we will take all reasonable measures to ensure all third parties undertake to protect your data with the utmost responsibility and act in accordance with the GDPR.

How we will uphold your rights as a data subject

We will do our best to keep the data we hold accurate. However, if you spot any errors in the data we hold on you, please let us know and we will rectify them.

We will never use your personal data for anything we haven't already told you about. Except as noted above, we won't share your data with anyone other than the organisations we have told you about. We will never use your data for any form of profiling or automated decision-making.

You can ask to see what personal data we hold on you at any time. If you gave us your consent to process your data, you can withdraw that consent. You can also request that we delete it or tell us not to use it for certain purposes.

Please note that if you choose to exercise your rights to withdraw consent or ask for your data to be deleted or its use restricted, we may be unable to fulfil the services you have requested us to undertake.

Where applicable, we can provide your data to you in a portable digital format.

Use of cookies by the Kaiser Solicitors website

Our website may collect tracking data from your computer or device. To find out more about this – including how to prevent such tracking – please see our **Cookie Policy**.

Contact us

Please email us at info@kaisersolicitors.co.uk if you want to discuss any aspect of our use of your personal data, including:

- Notifying us of withdrawal of consent
- Requesting to see your data
- Requesting us to correct errors
- Objecting to one or more of the uses we make of your data

If you are unhappy with any aspects of how we use your personal data, do let us know. You also have the right to complain to the Information Commissioners' Office (www.ico.org.uk).

Cookie Policy

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The Kaiser Solicitors website uses traffic log cookies to identify which pages are being used. We only use this information for statistical analysis purposes - the data is then removed from the system.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically allow cookies, but you can usually modify your browser setting to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website. For more information about cookies – including guidance on how to delete them or decline them – you may find the site www.aboutcookies.org useful.