

# Sanderson & Co. Privacy Policy

Sanderson & Co. respects your privacy and is committed to protecting it. This Privacy Policy is to inform you of our policy and practices and of the way your information is collected and used.

Occasionally, we may also use your information to contact you for market research regarding Sanderson & Co. services. We will give you the opportunity to opt-out of market research and client surveys. If we wish to use your personal data for a new purpose, other than for which it was originally supplied, we will ask you first.

We will ensure that your personal data will not be disclosed to other organisations, institutions and authorities unless required for the provision of our services or required by law.

Sometimes we may need to give information to our agents and subcontractors for the purpose of providing legal services. In these circumstances we always ensure that the information is safe and secure.

## 1.0 OUR CORE DATA PRIVACY & PROTECTION PRINCIPALS

- We will look after the personal data we hold
- Data is a liability and we will only collect and process what is necessary
- We will never sell, rent, distribute or make public your personal information

## 2.0 RELEVANT LEGISLATION

Our business and internal computer systems and this website are designed to comply with the following national and international legislation with regards to data protection and user privacy:

- [UK Data Protection Act 1988 \(DPA\)](#)
- [EU Data Protection Directive 1995 \(DPD\)](#)
- [EU General Data Protection Regulation 2018 \(GDPR\)](#)

## 3.0 PERSONAL INFORMATION WE COLLECT AND WHY WE COLLECT IT

### 3.1 Correspondence and case administration

We collect and store personal data for our clients, suppliers and business contacts for the purposes of correspondence, filing of official documents, maintaining our legal and professional responsibilities, monitoring and maintenance of cases. We collect names and contact details including: title, name, address, telephone numbers, email addresses, position and company name.

We have systems that protect our clients and ourselves against fraud and other crime. We may use your personal information to prevent crime and trace those responsible. We may check your details with fraud prevention agencies. If you give us false or misleading information and we suspect fraud, we will record this. We and other organisations may use and search these records to help us to trace debtors, recover debt, prevent fraud and to manage your accounts, or check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.

### 3.2 Website visitor tracking

Our website, [www.sandersons.co.uk](http://www.sandersons.co.uk), uses Google Analytics (GA) to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which could be used to personally identify you but Google do not grant us access to this. We consider Google to be a third party data processor (see section 6.0 below).

GA makes use of cookies, details of which can be found on [Google's developer guides](#). If you do not want GA to track any part of your visit to this website you can prevent site tracking by disabling cookies on your internet browser.

### 3.3 Our blog

Our blog, [www.sandersonip.com](http://www.sandersonip.com), is hosted by WordPress.com. If you add a comment to any posts that we have published on our blog, the name and email address you enter with your comment will be saved to the website's database, along with your computer's IP address and the time and date that you submitted the comment. This information is only used to identify you as a contributor to the comment section of the respective blog post and is not passed on to any of the third-party data processors detailed below. Only your name will be shown on the public-facing website although if the supplied email address is linked to a [Gravatar](#) account, your Gravatar photo will also be displayed.

Your comment and its associated personal data will remain on this site until we see fit to either remove the comment or remove the blog post. If you wish to have the comment and its associated personal data deleted, please email us using the email address that you commented with.

If you are under 16 years of age you **MUST** obtain parental consent before posting a comment on our blog.

**NOTE:** You should avoid entering personally identifiable information to the actual comment field of any blog post comments that you submit on this website.

### 3.4 Website contact forms and email links

If you choose to contact us using the contact form on our website or by an email link, none of the data that you supply will be stored by this website or passed to / be processed by any of the third-party data processors defined in section 6.0. The data will be collated into an email and sent to us over the [Simple Mail Transfer Protocol \(SMTP\)](#). Our SMTP servers are protected by [TLS](#) (also known as SSL) meaning that the content of the email is encrypted before being sent across the internet. The email content is then decrypted by our local computers and devices. Your contact details will be held in our secure, password protected, cloud hosted MS Office Outlook 365 mail servers.

### 3.5 Email newsletter

If you choose to subscribe to our email newsletter, the email address that you submit to us will be forwarded to [MailChimp](#) who provide us with email marketing services. We consider MailChimp to be a third-party data processor (see section 6.0 below). The email address that you submit will not be stored within our website's own database or in any of our internal computer systems.

Your email address will remain within MailChimp's database for as long as we continue to use MailChimp's services for email marketing or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe links contained in any email newsletters that we send you or by emailing us. When requesting removal via email, please send your email to us using the email account that is subscribed to the mailing list.

If you are under 16 years of age you **MUST** obtain parental consent before joining our email newsletter.

While your email address remains within the MailChimp database, you will receive periodic (approximately three times a year) newsletter-style emails from us.

## 4.0 HOW WE STORE YOUR PERSONAL INFORMATION

The personal information that we store for correspondence and case management purposes is held on password protected servers, in locked server cabinets in a security alarmed building.

Paper records are held in filing cabinets in our security alarmed offices, or in secure archive storage facilities.

Personal details in email correspondence is stored in the Microsoft Office 365 Outlook email cloud servers.

If you choose to subscribe to our email newsletter, the email address that you submit to us will be forwarded to and stored by [MailChimp](#). The email address that you submit will not be stored within our website's own database or in any of our internal computer systems.

If you submit a comment to a blog post published on this website some personal information will be stored within WordPress.com's website database.

## 5.0 OUR WEBSITE SERVER

Our website, [www.sandersons.co.uk](http://www.sandersons.co.uk), is hosted by [123-reg.co.uk](http://123-reg.co.uk) within a secure data centre located in Leeds, UK.

## 6.0 OUR THIRD-PARTY DATA PROCESSORS

We use third parties to process personal data on our behalf. These third parties have been carefully chosen and all of them comply with the legislation set out in section 2.0. All of these third parties are based in the USA and are [EU-U.S Privacy Shield](#) compliant.

- Google ([Privacy policy](#))
- Mailchimp ([Privacy policy](#))
- WordPress.com ([Privacy policy](#))
- Gravatar ([Privacy policy](#))
- Microsoft ([Privacy policy](#))

## 7.0 LINKS TO OTHER WEBSITES

Our website and blog may contain links to other websites which may be owned and operated by third parties. Sanderson & Co. is not responsible for the privacy practices of those websites although its name or logo may appear on those websites. Please read the privacy statements of every website that you visit.

## 8.0 DATA BREACHES

We will report any unlawful data breach of the personal data held by us or our third-party data processors to all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

## 9.0 DATA CONTROLLER

Sanderson & Co, Unit 2 Block D, Knowledge Gateway, Nesfield Road, Colchester, Essex, UK, CO4 3ZL

## 10.0 DATA PROTECTION MANAGER

Mr. James Sanderson  
Senior Partner, Sanderson & Co

Telephone: 01206 571187  
Email: [jls@sandersons.co.uk](mailto:jls@sandersons.co.uk)

## 11.0 CHANGES TO OUR PRIVACY POLICY

This privacy policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this document occasionally for any policy changes. Specific policy changes and updates are mentioned in the change log below.

### 11.1 Change log

01/03/2018

- Privacy policy updated