

## Introduction

Welcome to the Privacy Policy.

**Sam Greer** respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how your data is protected when you visit or contact us via our website (regardless of where you visit it from).

Please use the **Glossary** to understand the meaning of some of the terms used in this privacy policy or alternatively, contact **Sam Greer** by telephone who will gladly take you through the process.

### 1. Important information and who we are

#### Purpose of this privacy policy

This privacy policy aims to give you information on how **Sam Greer** deals with your personal data through your use of this website, including any data you may provide through this website. 'Contract Us' page.

This website is strictly for legal advice to businesses or corporations and it is not intended for children we do not knowingly collect data relating to children.

It is important that you read this privacy policy together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data and give you an opportunity to opt-out. This privacy policy supplements other notices and privacy policies and is not intended to override them.

#### Controller

**Sam Greer** is a self-employed solicitor who carries out Services for businesses and for law firms in the UK and beyond. If you email through this website, your personal information such as your name, email address, and your query will be sent to her. **Sam Greer** will act as Controller of any of your personal data and be responsible for your personal data that is stored. **Sam Greer** will not require your prior consent to transfer your personal data from this website to the email address above as this is a necessary function to engage with you and provide you with the best protection possible in relation to your personal data as it is very important to us. However, **Sam Greer is not** responsible for the security of any other website you chose to contact her through e.g LinkedIn or Twitter, including any links to our website from any other online source. If in any way you have any concerns, you can contact us using the telephone number on our website, but we will not process any of your Personal Data unless you instruct us on your case.

If you have any questions about this privacy policy, including any requests to exercise any of your legal rights., please contact me in the first instance using the details set out below however this does not in any way fetter your right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us.

#### Changes to the privacy policy and your duty to inform us of changes

We keep our privacy policy under regular review and we recommend you familiarise yourself with this section on the website regularly. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

#### Third-party links

This website may from time to time include links to third-party websites. Clicking on those links or enabling those connections may allow third parties to collect or share data about you without us knowing. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, and before contacting us via our Contact Us page, we encourage you to read the privacy policy of every website you visit.

### 2. This website does not store any Personal Data.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

If you have contacted us via the Contract Us page your data will transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, or similar identifier, marital status, and title.
- **Contact Data** includes email address and telephone numbers if you provide these.

**Sam Greer does not** collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). Nor any information is collected about criminal convictions and offences.

Please note: the only element of this website that collects data is via Google Analytics which uses a set of Cookies to collect information and report site usage statistics. It does not collect anything that is sensitive or that identifies the user. It only knows that one user is not the same as another user.

### **If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with legal services or carry out due diligence in accordance with our regulatory requirements). In this case, we may have to cancel your enquiry you have with us but we will notify you if this is the case at the time if permitted to do so by law.

### **3. Your legal rights**

Under certain circumstances, you have rights under data protection laws in relation to your personal data (including but not limited to);

- *Request transfer of your personal data*
- *Right to withdraw consent to keep your personal data*

If you wish to exercise any of the rights set out above or any other legal rights in this regard, please contact us and we will happily carry out your request. It is important that you understand that **Sam Greer** works transparently, your security and privacy is important to us so that is why we have taken the decision to not collect your personal data for any marketing reasons (which is a legitimate basis in law) as we do not feel it is appropriate.

### **No fee is usually required**

If you instructed **Sam Greer** you will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee as determined by the ICO, if we believe that your request is vexatious.

### **What we may need from you**

**Sam Greer** may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data if you believe that your Personal Data has been collected and/or stored by us (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. **Sam Greer** may also contact you to ask you for further information in relation to your request to speed up our response.

### **Time limit to respond**

**Sam Greer** will try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### **4. Glossary**

#### **LAWFUL BASIS**

**Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

**Comply with a legal obligation** means processing your personal data where it is necessary for compliance with a legal obligation that we are subject to.

#### **THIRD PARTIES**

##### **External Third Parties**

- Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services (including those who are based outside the UK)
- HM Revenue & Customs, regulators and other authorities acting as processors or controllers based in United Kingdom who require reporting of processing activities in certain circumstances.

Thank you for reviewing this privacy policy. If you have any questions please do not hesitate to contact us by any means.