

PRIVACY POLICY

Woodfellows LLP takes your privacy seriously. This privacy policy describes how and why we obtain, store and process data which can identify you. We may update this policy from time to time which will be indicated on our website when changes have been made.

How and why we obtain data which can identify you

You may give us personal information by corresponding with us by email or otherwise. The information you give us may include your name, address, email address and contact telephone number.

All information that we require is necessary to form ongoing client relationships together with liaising with other parties in order to carry out our business.

We may obtain your personal details by researching your company profile to forge commercial relationships.

If you visit our website we may automatically collect anonymous technical information however this is not analysed or used for marketing purposes.

We may obtain and retain personal details when passed business cards.

How we store data which can identify you

All electronic information you provide to us is stored on our secure server which sits behind a firewall security system. All paper project files are stored securely. After a period of 12 years all paper records will be destroyed.

Security

Keeping information about you secure is very important to us however no data transmission is totally secure. As a result, whilst we strive to protect your personal information, we cannot ensure or warrant the security of any information which you send to us and you do so at your own risk.

Accessing and updating your personal information

You have various rights as a data subject under the General Data Protection Regulation which are set out fully on <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights> but your key rights are:

You have the right to request access to your personal data and Woodfellows LLP must comply within one month.

You have the right to request erasure of your data by emailing info@woodfellowsllp.co.uk and your data will be deleted with 20 working days.

If any of the information that you have provided to us changes (for example if you change your email address, name or payment details) please let us know by sending an email to info@woodfellowsllp.co.uk to ensure that your information we hold is accurate and up to date.

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