



## **Privacy Policy**

We ask that you read this privacy policy carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

### **Who we are**

This website is operated by GLT Legal Consultancy Limited trading as Oakmont Law. GLT legal Consultancy Limited is a company incorporated in England and Wales under company number 10635807 whose registered office is at 144 Reading Road, Henley on Thames, Oxfordshire RG9 1EA.

We collect, use and are responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union and the United Kingdom and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **Our website**

This privacy policy relates to your use of our website, [www.oakmontlaw.co.uk](http://www.oakmontlaw.co.uk), only.

### **Our collection and use of your personal information**

We collect personal information about you when you access our website and/or contact us.

We collect this personal information from you either directly (when you contact us) or indirectly, such as your browsing activity while on our website (see 'Cookies' below).

The personal information we collect about you depends on the particular activities carried out through our website. This information includes:

- your name, address and contact details
- copies of your passport, driving licence, birth certificate or other ID
- your job title, department and name of organisation and details relating to your professional experience and qualifications
- billing and payment details, bank and/or building society details, employment details
- if applicable, information about the services we provide to you

We use this personal information to:

- provide goods and services to you

- customise our website and its content to your particular preferences
- improve our services

This website is not intended for use by children and we do not knowingly collect or use personal information relating to children.

### **Our legal basis for processing your personal information**

When we use your personal information, we are required to have a legal basis for doing so. There are various different legal bases on which we may rely, depending on what personal information we process and why.

The legal bases we may rely on include:

- **consent:** where you have given us clear consent for us to process your personal information for a specific purpose
- **contract:** where our use of your personal information is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract
- **legal obligation:** where our use of your personal information is necessary for us to comply with the law (not including contractual obligations)
- **legitimate interests:** where our use of your personal information is necessary for our legitimate interests or the legitimate interests of a third party (unless there is a good reason to protect your personal information which overrides our legitimate interests)

### **Who we share your personal information with**

There may be circumstances when we need to pass your information to third parties such as third parties who support our business for administrative purposes, barristers, experts, courts, financial or other judicial bodies when necessary as part of the legal or professional services that we are providing to you.

We may also share your personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

### **Transfer of your information out of the UK and EEA**

We will not transfer your personal information outside the United Kingdom.

### **Cookies and other tracking technologies**

A cookie is a small text file which is placed onto your device (e.g. computer, smartphone or other electronic device) when you use our website. We use cookies on our website. These help us recognise your device and store information about your preferences.

For further information on cookies, please see our privacy policy.

### **Marketing**

We would like to send you information about our services, which may be of interest to you. Where we have your consent or it is in our legitimate interests to do so, we may do this by email.

You can unsubscribe at any time by:

—contacting us at [enquiries@oakmontlaw.co.uk](mailto:enquiries@oakmontlaw.co.uk)

—using the ‘unsubscribe’ link in emails

It may take up to five (5) days for this to take place.

For more information on your rights in relation to marketing, see ‘Your rights’ below.

## **Your rights**

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this privacy policy is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner’s Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email us at [enquiries@oakmontlaw.co.uk](mailto:enquiries@oakmontlaw.co.uk),
- let us have enough information to identify you,
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **How long do we hold your information?**

We will hold onto your information only for as long as is necessary for the purpose for which it was provided to us or collected e.g. for as long as is necessary to provide any services requested by you or to respond to your queries.

Where processing is based on your consent, we shall only process it until such time as you withdraw your consent.

Please let us know if any of your contact details change so that we can ensure we only hold accurate and up to date information.

## **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you the right to lodge a complaint with a supervisory authority, in particular in a European Economic Area state or in the United Kingdom if you work, normally live or if any alleged infringement of data protection laws occurred in the relevant state. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

## **Changes to this privacy policy**

This privacy policy was published on 9 February 2021.

We may change this privacy policy from time to time.

## **How to contact us**

Please contact us if you have any questions about this privacy policy or the information we hold about you.

If you wish to contact us, please send an email to our Data Privacy Manager at [enquiries@oakmontlaw.co.uk](mailto:enquiries@oakmontlaw.co.uk) or call 01491281177.