

## **Privacy Policy**

Curtis Law is dedicated to protecting and respecting your privacy.

This policy outlines how we collect, use, and process your personal data. Please read the following carefully to understand our practices and views regarding your personal data and how we will handle it.

Under UK data protection law, Curtis Law is the data controller.

### ***Information We Collect From You***

We will collect and process the following types of data about you:

**Information You Provide:** This includes information you give us by filling in forms on our website or by corresponding with us via phone, email, or other means.

**Information We Collect Automatically:** During each of your visits to our site, we may automatically collect technical information such as the Internet Protocol (IP) address used to connect your computer to the Internet, and details about your visit.

### ***Cookies***

Our website uses cookies to distinguish you from other users, helping us provide you with a better browsing experience and improve our site. For detailed information on the cookies we use and their purposes, please see our cookie policy.

### ***Use of Information***

We use the information we hold about you in the following ways:

#### **Information You Provide:**

- To fulfill our contractual obligations and provide you with the requested information, products, and services.
- To inform you about similar goods and services we offer.
- To provide information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means with information about similar goods and services.

- To notify you about changes to our services.
- To ensure content from our site is presented in the most effective manner for you and your computer.

#### **Information We Collect Automatically:**

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical, and survey purposes.
- To improve our site to ensure that content is presented in the most effective manner for you and your computer.
- To allow you to participate in interactive features of our service when you choose to do so.
- To keep our site safe and secure.
- To measure and understand the effectiveness of advertising we serve you and others, and to deliver relevant advertising.
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you.

**Combined Information:** We will combine information you provide with information we collect about you and use the combined information for the purposes described above.

#### ***Disclosure of Your Information***

You agree that we have the right to share your personal information with:

- Any member of our group, which includes our subsidiaries, our ultimate holding company, and its subsidiaries.
- Third parties in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer.
- Third parties if Curtis Law or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- Third parties if we are under a duty to disclose or share your personal data to comply with any legal obligation, enforce our terms of use and other agreements, or protect the rights, property, or safety of us, our customers, or others. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction.

## ***Where We Store Your Personal Data***

The data we collect from you may be transferred to and stored at a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or one of our suppliers. By submitting your personal data, you agree to this transfer, storage, or processing. We will take all steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy policy.

Although we will do our best to protect your personal data, the transmission of information via the internet is not completely secure. Any transmission is at your own risk. Once we receive your information, we will use strict procedures and security features to prevent unauthorized access.

## ***Your Rights***

You have the right to instruct us not to use your personal information for marketing purposes. You can exercise this right by unsubscribing using the link in any marketing emails we send you.

UK data protection law also gives you the right to access your personal information, object to its use for certain purposes, and the right to erase, restrict, or receive a machine-readable copy of your personal information. You can exercise any of these rights by contacting us at the address provided.

We will comply with the law in responding to your requests, which means there may be legal reasons why we cannot fulfill all requests.

## ***Changes to Our Privacy Policy***

Any changes we make to our privacy policy will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes.

## ***Contacting Us***

If you have any questions about this privacy policy or how we handle your personal information, please contact us at the address in the 'contact us' section of our website.

We hope to address any concerns you have. However, you have the right to raise your concerns with the Information Commissioner's Office at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF