

PRIVACY STATEMENT

Confidentiality & Personal Information

- In my dealings with you I will collect and hold personal information about you. I will use that information to carry out services and to contact you about issues I believe may be of interest to you. Provision of personal information is voluntary but if you do not provide full information this may impact on my ability to provide the services you require from me.
- Terms and Conditions require that you authorise me to disclose, in the normal course of performing legal services, such personal information to third parties for the purpose of providing legal services and any other purposes set out in the Terms.
- I may disclose your name and address to third parties such as credit agencies to perform a credit reference or to undertake credit management or collection processes if it is reasonable to do so.
- The information I collect and hold about you will be kept at my offices and/or at secure file storage sites (including electronic file storage sites) elsewhere. If you are an individual, you have the right to access and correct this information. If you require access, please contact me.

Other Information & Use

My website does use analytics to gather information about your visit to my website, but this does not include anything which identifies you. For example:

- The name of the domain in which you accessed the internet
- The date and time you accessed my website
- The internet address of the website from which you linked directly to my website
- The pages you accessed while visiting my website

Cookies

Cookies are small text files that are placed in your browser by the websites you visit. They are widely used to help users navigate websites efficiently, to perform certain functions on the sites, and/or to provide site owners with information about how their sites are used. I may use cookies on my site for those purposes but do not collect any personal information from you in the use of cookies.

Security of your Information

I take all reasonable steps to ensure security of your information from risks such as loss or unauthorised access, destruction, use, modification, or disclosure. Your personal information is maintained in a secure environment which can be accessed only by me or someone I have authorised to access the information who is required to comply with confidentiality and privacy. I will let you know as soon as possible after I become aware of any data breach.

No data transmission over the internet or information stored on servers accessible through the internet can be guaranteed to be fully secure. These activities are taken at your own risk.

Links to Other Websites

I am not responsible for the privacy practices or content of any other website that is linked to this website. It is your responsibility to investigate the privacy policies of those other sites.

Changes to this Privacy Statement

This privacy policy may change from time to time particularly as new rules, regulations and industry codes are introduced.