

Barton Willmore Privacy Statement

Barton Willmore is committed to ensuring that your privacy is protected and will treat all information held about you in accordance with this privacy statement which is in line with current UK legislation. For these purposes Barton Willmore is a “data controller”, meaning that we decide how and why the personal data that we collect is used.

This privacy statement explains:

- How we collect personal information.
- How we use the information which we collect.
- Your rights and how you can manage the use of your personal information.
- Procedures that we have in place to safeguard your privacy.
- How you can contact us or make a complaint.

The information we collect

We only gather the personal information we need for business purposes in order to provide you with the services you have requested or to comply with our regulatory obligations, as well as appropriate news and information where you have agreed to this. The personal information we typically collect includes:

- Your name and email address.
- Contact telephone numbers for you.
- Sectors and geographic regions that you are interested in.
- Your future communication preferences.

How we use your information

We use the information we gather to provide you with the services you have requested. Depending on which service you receive we may need to share your personal information with any subcontractors who are involved in the provision of our services. We need to process your personal information in this way to enter into and perform our obligations under the contract we have with you.

In the event that Barton Willmore were to undergo any form of restructuring, whether by acquisition, merger or otherwise, we may continue to use and share your personal data across the restructured firm.

In some circumstances we may also need to share your personal information if we are under a duty to disclose or share it to comply with a legal obligation.

Barton Willmore will only process your information if we have a business reason to do so. Generally this occurs when you instruct us to provide a service to you. Where we need to manage your account information we will do so in compliance with the obligations placed on us by law.

We do not sell or share your personal information to companies outside of Barton Willmore, and we only share your personal information within Barton Willmore as necessary.

We may, from time to time, contact you by post, e-mail or telephone to ask you for your feedback and comments on our services. If you no longer wish to receive marketing or other correspondences, please let us know. The simplest way to do this is to send an email message to dataprivacymanager@bartonwillmore.co.uk.

Your rights in respect of your information

You have certain rights in respect of the management of the personal data we hold about you. You can exercise any of these rights by contacting us. The easiest way to get in touch is to email us at dataprivacymanager@bartonwillmore.co.uk

Right of access You are entitled to receive confirmation as to whether your personal information is being processed by us, as well as various other information relating to our use of your personal information. You also have the right to access your personal information which we are handling.

Right of rectification You have the right to require us to rectify any inaccurate personal information we hold about you. You also have the right to have incomplete personal information we hold about you completed, by providing a supplementary statement to us.

Right to data portability You have the right to receive the personal information we hold about you in a structured, standard machine readable format and to send this to another organisation controlling your personal information.

Right of erasure You have the right to require us to erase your personal information which we are handling in the following circumstances:

- we no longer need to use your personal information for the reasons we told you we collected it for
- where we needed your consent to use your personal information and you have withdrawn your consent
- You object to our use of your personal information and we have no compelling reason to carry on handling your personal information
- Our handling of your personal information has broken the law
- We must erase your personal information to comply with a law we are subject to.

Right to request restriction of processing You have the right to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Right to object You have the right to object to us handling your personal information when:

- We are handling your personal information based on our legitimate interests in connection with our business. If you ask us to stop handling your personal information in this way, we will stop unless we can show you that we have compelling grounds as to why our use of your personal information should continue.
- For marketing purposes. If you ask us to stop handling your personal information on this basis, we will stop.

How long we retain your information for

Where you have contracted with us for our services, we will retain your information for as long as is required to comply with our regulatory and statutory obligations and to ensure that we are able to assist you should you have any questions, feedback or issues in connection with any services we have provided to you.

Where we have used your personal information to contact you for marketing communications we will contact you every three years to ensure you are happy to continue receiving communications from us. If you tell us that you no longer wish to receive marketing communications from us, we will stop sending them to you.

Where we have processed your data for any other reason (such as where you have contacted us with an initial enquiry) we may retain your data for up to 12 months.

Under UK law we are subject to the regulatory body that oversees data protection law. Any concerns regarding use of your personal data should be directed to the Data Privacy Manager in the first instance.

Alternatively if you wish to make an external complaint about the way we have processed your personal information you can contact the Information Commissioners Office at <https://ico.org.uk/concerns>

We may update this privacy statement at any time without notice. Updates will be marked with a new edition number and dated accordingly.

May 2018 v1