

In this Privacy Notice, references to “we”, “us” or “our” means Kinnon Legal Consultant Services. References to “you” and “your” are to users of our Website.

In this Privacy Notice “**Personal Information**” is information relating to you, which can be used to personally identify you (either directly or indirectly).

B. APPLICATION OF THE PRIVACY POLICY

This Privacy Notice:

- describes how we collect, use and otherwise handle Personal Information that you provide or make available to us, or that we collect from you, when you use our Website,
- explains the circumstances in which we may transfer this to others; and
- explains about the rights that you have in relation to this Personal Information.

Our Privacy Notice must be read together with any other legal notices or terms and conditions provided or made available to you on other pages of our Website.

C. HOW, WHEN AND WHY DO WE COLLECT AND USE PERSONAL INFORMATION?

1. Personal Information that we collect

The types of information that we may collect from you, depending on how you use our Website is:

- a. your name;
- b. your email address;
- c. your address (business and personal);
- d. your landline and mobile telephone numbers (business and personal);
- e. any information that you choose to provide to us when filling out a contact form on our Websites;

2. How we use your Personal Information

Contact Forms - we may collect your Personal Information, which you choose to provide when you fill in forms on our Website, including the information set out in a.-e. above. We may use this Personal Information to respond to your queries, and/or provide the services and/or information that you have requested.

Our Business Purposes - we may also use your Personal Information for our business purposes as follows:

- to manage our business;
- to communicate with you;
- for record keeping, statistical analysis, internal reporting and research purposes;
- to ensure network and information security;
- to notify you about changes to our services;

- to investigate any complaint, you make;
- to provide evidence in any dispute or anticipated dispute between you and us;
- to analyse how our Website are being used;
- to customise various aspects of our Website to improve your experience;
- to host, maintain and otherwise support the operation of our Website;
- for the detection and prevention of fraud and other criminal offences;
- for risk management purposes;
- for business and disaster recovery (e.g. to create back-ups);
- for document retention/storage purposes;
- for database management purposes;
- to ensure the quality of the services we provide to our users.

If you choose not to provide Personal Information requested by us, we may not be able to provide you with the information and/or services you have requested or otherwise fulfil the purpose(s) for which we have asked for the Personal Information. Aside from this, your visit to our Website will remain unaffected.

3. Legal grounds for collection and use of Personal Information

We process your personal information where we need to do so:

- to comply with our legal and regulatory obligations;
- for our legitimate interests in:
 - responding to your queries;
 - providing services and/or information to you;
 - organising events;
 - our internal business purposes, as set out in 2. above.

We consider that the risk to your data protection rights in connection with Personal Information that we process on the basis of our legitimate interests is not excessive. We have also put in place protections for your rights by ensuring proper retention periods and security controls.

Our Website provide sharing buttons that you can click on in order to share content from our Websites on social media channels, e.g., Facebook. We do not use these buttons to share your Personal Information with social media providers. When you click on a sharing button the relevant social media provider will gather Personal Information directly from you. Please read the privacy notice of any social media provider with which you intend to share content before clicking on the corresponding sharing button.

D. INTERNATIONAL TRANSFERS

The transfer of your Personal Information to and between our Experts as described in this Privacy Notice, may involve your Personal Information being sent outside of the EEA, to locations that may not provide the same level of protection as those where you first provided the information.

However, we will only transfer your Personal Information outside of the EEA:

- where the transfer is to a place that is regarded by the European Commission as providing adequate protection for your Personal Information; or

- where we have put in place appropriate safeguards to ensure that your Personal Information is protected (for example where both parties involved in the transfer have signed standard data protection clauses adopted by the European Commission); or
- the above does not apply but we are still legally permitted to do so, for example if the transfer is necessary for the establishment, exercise or defence of legal claims.

You can request further detail about the safeguards that we have in place in respect of transfers of Personal Information outside of the EEA and where applicable a copy of the standard data protection clauses that we have in place, by contacting us.

E. HOW LONG DO WE STORE PERSONAL INFORMATION?

It is our policy to retain your Personal Information for the length of time required for the specific purpose or purposes for which it was collected. However, we may be obliged to store some Personal Information for a longer time, taking into account factors including:

- legal obligation(s) under applicable law to retain data for a certain period of time;
- statute of limitations under applicable law(s);
- (potential) disputes and
- guidelines issued by relevant data protection authorities.

Whilst we continue to process your Personal Information, we will ensure that it is treated in accordance with this Privacy Notice. Otherwise, we securely erase your information once this is no longer needed.

F. CONFIDENTIALITY

We acknowledge that the information you provide may be confidential. We do not sell, rent, distribute or otherwise make Personal Information commercially available to any third party, except that we may share information with our service providers for the purposes set out in this Privacy Notice. We will maintain the confidentiality of and protect your information in accordance with our Privacy Notice and all applicable laws.

G. YOUR RIGHTS

The various rights are not absolute and each is subject to certain exceptions or qualifications. We will grant your request only to the extent that it follows from our assessment of your request that we are allowed and required to do so under data protection laws. Nothing in this Privacy Notice is intended to provide you with rights beyond or in addition to your rights as a data subject under data protection laws.

1. The right to be informed

You have the right to be provided with clear, transparent and easily understandable information about how we use your Personal Information and your rights. This is why we are providing you with the information in this Privacy Notice.

2. The right of access

You have the right to obtain a copy of your Personal Information (if we are processing it), and other certain other information (similar to that provided in this Privacy Notice) about how it is used.

This is so you are aware and can check that we are using your information in accordance with data protection law.

We can refuse to provide information where to do so may reveal Personal Information about another person or would otherwise negatively impact another person's rights.

3. The right to rectification

You can ask us to take reasonable measures to correct your Personal Information if it is inaccurate or incomplete. E.g. if we have the wrong name or address for you.

4. The right to erasure

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your Personal Information where there's no compelling reason for us to keep using it or its use is unlawful. This is not a general right to erasure; there are exceptions, e.g. where we need to use your Personal Information in defence of a legal claim.

5. The right to restrict processing

You have rights to 'block' or suppress further use of your Personal Information when we are assessing a request for rectification or as an alternative to erasure. When processing is restricted, we can still store your Personal Information, but may not use it further. We keep lists of people who have asked for further use of their Personal Information to be 'blocked' to make sure the restriction is respected in future.

6. The right to data portability

You have rights to obtain and reuse certain Personal Information for your own purposes across different organisations.

7. The right to object

You have the right to object to certain types of processing, on grounds relating to your particular situation, at any time insofar as that processing takes place for the purposes of legitimate interests pursued by us or by a third party. We will be allowed to continue to process your Personal Information if we can demonstrate "compelling legitimate grounds for the processing which override your interests, rights and freedoms" or we need this for the establishment, exercise or defence of legal claims.

H. HOW TO CONTACT US

If you wish to request further information or exercise any of the above rights, or if you are unhappy with how we have handled your Personal Information, contact us here: kinnonlegalservices@gmail.com.

Please provide as much information as possible to help us identify the information you are requesting, the action you are wanting us to take and why you believe this action should be taken.

Before assessing your request, we may request additional information in order to identify you. If you do not provide the requested information and, as a result we are not in a position to identify you, we may refuse to action your request.

We will generally respond to your request within one month of receipt of your request. We can extend this period by an additional two months if this is necessary taking into account the complexity and number of requests that you have submitted.

We will not charge you for such communications or actions we take, unless:

- you request additional copies of your Personal Information undergoing processing, in which case we may charge for our reasonable administrative costs, or
- you submit manifestly unfounded or excessive requests, in particular because of their repetitive character, in which case we may either: (a) charge for our reasonable administrative costs; or (b) refuse to act on the request.

If you are not satisfied with our response to your complaint or believe our processing of your Personal Information does not comply with data protection law, you can make a complaint to the relevant EU data protection authority where you are located. The contact details for each EU data protection authority can be found here: http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm

I. CHANGES TO THIS PRIVACY POLICY

We may make minor changes to our Privacy Notice. When we make these changes we will publish the updated Notice on our Websites. If we make any significant changes, we will take additional steps to inform you of these.