**PRIVACY NOTICE**

**INTRODUCTION**

Burton Legal Services is committed to protecting your rights to privacy as set out in the General Data Protection Regulations (“GDPR”).

The purpose of this privacy policy is to explain the data we collect, how and why we collect it and your rights under the GDPR.

**DATA CONTROLLER**

The Data Controller responsible for this website is Burton Legal Services who’s registered office is 48 - 52 Penny Lane Mossley Hill, Liverpool, Merseyside, United Kingdom, L18 1DG. Burton Legal Services can be contacted via email on sallyburton@burtonlegalservices.com.

**THE USE OF SUB-CONTRACTORS**

On occasion, Burton Legal Services may use subcontractors. Where they require access to your personal information, Burton Legal Services will ensure that they take the appropriate measures to comply with the GDPR obligations.

**SECURITY**

We undertake the appropriate security measures to try to limit abuse of and unauthorised access to personal data. We try to ensure that only appropriate persons have access to the data, the data is protected and security is reviewed at regular intervals.

**COOKIES**

Cookies may be used to gather analytics and assist with management of the Burton Legal Services website. However, you may opt-out by configuring your browser to refuse or restrict the use of cookies.

**THIRD PARTY WEBSITES**

This website may contain links to other websites. Any third-party websites are responsible for their own privacy practices and compliance with the GDPR. Burton Legal Services is not responsible for their privacy practices.

**CHANGES TO THE PRIVACY POLICY**

Burton Legal Services reserves the right to, on occasion, review and change the privacy policy. Therefore, you should review the privacy policy regularly to ensure you know of any such changes. Where possible, we will try to inform you of any such changes.

**DATA SUBJECT RIGHTS**

You have the following rights under the GDPR:

1. Right to be informed about the collection and use of your personal data, what will happen to it and how long it will be kept for
2. Right to access and receive a copy of your personal data (commonly referred to as a subject access request), which is known to us
3. Right of rectification to enable inaccurate personal information to be rectified or completed if it is incomplete
4. Right to be forgotten and have your personal information erased
5. Right of portability to allow individuals to obtain and reuse their personal information for their own purposes on different services and transfer it to another data controller
6. Right to restrict or suppress your personal data under certain circumstances
7. Right to object to the processing of your data under certain circumstances

Any requests in relation to the above must be completed in writing. Please ensure all information is correct prior to submitting requests.

Some information of clients will be in the public domain (for example, the address of certain firms). However, we ensure that no external parties will be privy to client information other than to fulfil our service and/or legal obligations.