



ABOUT THIS PRIVACY POLICY

This Privacy Policy relates to personal information that identifies “you” meaning individuals who browse our website (www.chanceryadvisors.com) and individuals outside our organisation with whom we interact. If you are our client, or our employee, contractor or otherwise engaged in work for us or applying to work for us, a separate privacy policy applies to you.

WHO WE ARE

We are Chancery Advisors Limited, a limited company incorporated in England and Wales under number 11278899 with its registered office at 25 Southampton Buildings, London EC2A 1AF ("CAL", “we”, “our”, and “us”).

CAL is authorised and regulated by The Solicitors Regulation Authority.

INFORMATION WE COLLECT

Information you provide

You may choose to provide us with personal data when you are introduced to us, when we meet you in person, or when we are in contact by phone, email, via our website or otherwise.

The categories of personal data you provide includes:

- first and last name;
- job title and company name;
- email address;
- phone number;
- postal address;
- interests;
- educational details;
- marketing and communications data includes your preferences in receiving marketing from us and your communication preferences.

Information we collect from third parties

We collect most of this information from you directly. However, we also collect information about you:

- from publicly accessible sources, e.g. Companies House;

- from third party sources of information, e.g. client due diligence providers;
- which you have made public on websites associated with you or your company or on social media platforms such as LinkedIn;
- from a third party, e.g. a person who has introduced you to us or other professionals (such as accountants) you may engage.

Information we collect online

We may collect, store and use information about your visits to our website and about your computer, tablet, mobile or other device through which you access our website. This includes the following:

- technical information, including the Internet Protocol (IP) address, browser type, internet service provider, device identifier, your login information, time zone setting, browser plug-in types and versions, operating system and platform, and geographical location;
- information about your visits and use of our website, including the full Uniform Resource Locators (URL), clickstream to, through and from our website, pages you viewed and searched for, page response times, length of visits to certain pages, referral source/exit pages, page interaction information (such as scrolling, clicks and mouse-overs), and website navigation and search terms used;
- information collected by cookies on our website.

Sensitive personal data

We do not generally seek to collect sensitive (or special categories of) personal data. Sensitive personal data is defined by data protection laws to include personal data revealing a person’s racial or ethnic origin, religious or philosophical beliefs, or data concerning health. If we do collect sensitive personal data, we will ask for your explicit consent to our proposed use of that information at the time of collection.

HOW WE USE YOUR INFORMATION

The purpose for which we use and process your information (excluding sensitive personal data) and the legal basis on which we carry out each type of processing is explained below.

Purposes for which we will process the information	Legal Basis for the processing
To provide you with information and services that you request from us.	It is in our legitimate interests to respond to your queries and provide any information requested in order to generate and develop business. To ensure we offer a good and responsive service, we consider this use to be proportionate and will not be prejudicial or detrimental to you.
To send you alerts, newsletters, bulletins, announcements, and other communications concerning CAL, legal developments or notifications we believe may be of interest to you.	It is in our legitimate interests to market our services. We consider this use to be proportionate and will not be prejudicial or detrimental to you. You can always opt-out of receiving direct marketing-related email communications by following the unsubscribe link.

<p>To invite you to seminars, events, or other functions we believe may be of interest to you.</p>	<p>It is in our legitimate interests to market our services. We consider this use to be proportionate and will not be prejudicial or detrimental to you.</p> <p>You can always opt-out of receiving direct marketing-related email communications by following the unsubscribe link.</p>
<p>To enforce the terms and conditions and any contracts entered into with you.</p>	<p>It is in our legitimate interests to enforce our terms and conditions of service. We consider this use to be necessary for our legitimate interests and proportionate.</p>
<p>To send you information regarding changes to our policies, other terms and conditions and other administrative information.</p>	<p>It is in our legitimate interests to ensure that any changes to our policies and other terms are communicated to you. We consider this use to be necessary for our legitimate interests and will not be prejudicial or detrimental to you.</p>
<ul style="list-style-type: none"> · To administer our website including troubleshooting, data analysis, testing, research, statistical and survey purposes; · To improve our website to ensure that consent is presented in the most effective manner for you and your computer, mobile device or other item of hardware through which you access our website; and · To keep our website safe and secure. 	<p>For all these categories, it is in our legitimate interests to continually monitor and improve our services and your experience of our website and to ensure network security. We consider this use to be necessary for our legitimate interests and will not be prejudicial or detrimental to you.</p>

WHO WE SHARE YOUR PERSONAL DATA WITH

We may have to share your personal data with the parties set out below:

- Service providers and agents who process data on our behalf e.g. IT/internet service and platform providers, archivers, storage facilitators, and any organisations we engage to help us send marketing communications to you.
- Professional advisers who we instruct on your behalf, refer you to or who are involved in a legal matter including other lawyers, bankers, accountants, barristers, tax advisors or other experts.
- Our professional advisers, auditors and insurers.
- Our bank.
- HM Revenue & Customs, courts, tribunals, government agencies, regulators and other authorities who require reporting of processing activities in certain circumstances including but not limited to the ICO, SRA and the Law Society.
- Third parties who are considering or have decided to buy some or all of our assets or shares (including in the event of a reorganisation, dissolution or liquidation).

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

We reserve the right to pass any or all of your personal information to the police or any other law enforcement agency or regulatory body to comply with our legal and regulatory obligations and for the purposes of crime protection or prevention.

YOUR RIGHTS

Under certain circumstances, by law you have the right to:

- request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- ask us to correct any information that we hold about you which is incorrect, incomplete or inaccurate
- ask us to erase your personal information from our files and systems where there is no good reason for us continuing to hold it
- object to us using your personal information to further our legitimate interests (or those of a third party) or where we are using your personal information for direct marketing purposes
- ask us to restrict or suspend the use of your personal information, for example, if you want us to establish its accuracy or our reasons for using it
- ask us to transfer your personal information to another person or organisation

INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the UK or the European Economic Area (EEA).

RETAINING YOUR DATA

Personal data that we process for any purposes will be kept for no longer than is necessary for the purposes for which it was collected.

It is not always possible to specify in advance the length of time your personal data will be retained. The retention of your personal data will be determined based on statutory authority, the nature of your relationship with the firm, the nature and sensitivity of the personal information, the purposes for which the information is being processed and whether there are other means to achieve those purposes.

Personal data may be retained for as long as necessary to comply with our legal obligation, or in order to protect yours or another person's vital interest.

COMPLAINTS

We hope that our Privacy Policy can resolve any query or concern you raise about our use of your information.

If you wish to request further information about any of the above rights, or if you are not satisfied with how we have handled your information, please contact us at privacy@chanceryadvisors.com.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

CHANGES TO OUR PRIVACY POLICY

From time to time, we may change this Privacy Policy. The current version of this Privacy Policy will always be available from us in hard copy or on our website. We will post a prominent notice on our website to notify you of any significant changes to this Privacy Policy or update you by other appropriate means.