

# Summary Privacy Policy

This section summarises how we obtain, store and use information about you. It is intended to provide a very general overview only. It is not complete in and of itself and it **must be read in conjunction with the corresponding full sections of our Privacy Policy**.

**Data controller:** Mayo Wynne Baxter LLP

## **How we collect or obtain information about you:**

When you provide it to us (e.g. by contacting us, instructing us, or making an online enquiry),

From your use of our website, using cookies, and

In some circumstances, from third parties.

## **Information we collect: from you**

Name, contact details, information relevant to your matter or enquiry

## **Information we collect if you use our website**

IP address, information from cookies, information about your computer or device (e.g. device and browser type), information about how you use our website (e.g. which pages you have viewed, the time when you view them and what you clicked on, the geographical location from which you accessed our website (based on your IP address), source if referred from another site. This information does not identify you individually to us.

## **Information we collect from third parties**

Some regulations, (e.g. Anti Money Laundering Regulations) require us to verify your identity if you instruct us. We use a third party search provider to obtain such verification and they provide us with information they have obtained from other databases (e.g. electoral register) in order to do this.

## **How we use your information:**

For administrative and business purposes (particularly to contact you and progress your matter), to improve our business and website, to advertise our goods and services, to analyse your use of our website, and in connection with our legal and regulatory rights and obligations.

**Disclosure of your information to third parties:** only to the extent necessary to run our business, to our service providers, to fulfil any contracts we enter into with you, to ensure we comply with regulations and quality standards and where required by law or to enforce our legal rights.

## **Do we sell your information to third parties (other than in the course of a business sale or purchase or similar event):**

No

## **How long we retain your information:**

For no longer than necessary, taking into account any legal obligations we have (e.g. to maintain records for tax or risk management purposes), any other legal basis we have for using your information (e.g. your consent, performance of a contract with you or our legitimate interests as a business) and certain additional factors described in the section of our detailed Privacy Policy entitled Data Retention.

## **Use of cookies:**

We use cookies on our website including essential, functional and analytical cookies. For more information, please visit our **cookie policy**

## **Your rights in relation to your information**

To access your information and to receive information about its use

To have your information corrected and/or completed

To have your information deleted

To restrict the use of your information

To receive your information in a portable format

To object to the use of your information

To withdraw your consent to the use of your information

To complain to a supervisory authority, in this instance the Information Commissioner's Office **ICO**

**Sensitive personal information:** we do not knowingly or intentionally collect what is commonly referred to as 'sensitive personal information' unless it is relevant to a matter on which you are instructing us to advise.

For full details of our policy in respect of the way in which we use your data please see our detailed Privacy Policy which can be accessed here: **Detailed Privacy Policy**