



Privacy & Cookies Policy

1. Introduction

- 1.1 We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.
- 1.2 By using our website or agreeing to the terms and conditions, you consent to our use of cookies in accordance with the terms of our privacy policy.

2. Collecting personal information

2.1 We may collect, store and use the following kinds of personal information:

- a. Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths)
- b. Information that you provide to us when registering with our website (including your name, address, telephone number, company details, and email)
- c. Information that you provide to us when using the services on our website, or that is generated in the course of the use of those services (including the timing and frequency of service use)
- d. Information contained in or relating to any communications that you send to us
- e. Other information relevant to customer surveys, offers and services provided

2.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this policy.

3. Using your personal information

- 3.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the website.
- 3.2 We may use your personal information to:
 - a. Administer our website and business;
 - b. Enable your use of the services available on our website;
 - c. Supply to you services purchased through our website;
 - d. Send statements, invoices and payment reminders to you, and collect payments from you;
 - e. Send you non-marketing commercial communications;
 - f. Where you have subscribed to a paid subscription, send you our monthly email newsletter (you can inform us at any time if you no longer require the newsletter);



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- g. Periodically send you promotional emails about new products, special offers or other information which we think you may find interesting relating to our business using the email address which you have provided (you can inform us at any time if you no longer require marketing communications);
- h. Provide third parties with statistical information about our users (but those third parties will not be able to identify any individual user from that information);
- i. Deal with enquiries and complaints made by or about you relating to our website;
- j. Keep our website secure and prevent fraud

3.3 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third party's direct marketing.

3.4 All financial transactions made through the website are handled by our payment service provider, Paypal. You can review the Paypal's privacy policy at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>. We will share information with our payment services provider only to the extent necessary for the purposes of processing payments you make via our website, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

4. Disclosing personal information

4.1 We may disclose your personal information to any of our employees, insurers, professional advisers, representatives of the person/organisation whose data we are processing, suppliers or sub-contractors insofar as reasonably necessary for the purposes set out in this policy.

4.2 We may disclose your personal information:

- a. To the extent that we are required to do so by law;
- b. In connection with any ongoing or prospective legal proceedings;
- c. In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- d. To the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling; and
- e. To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

4.3 Except as provided in this policy, we will not provide your personal information to third parties.



5. International data transfers

5.1 It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act 1998.

6. Retaining personal information

6.1 Section 6 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal information.

6.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

6.3 Without prejudice to Section 6.2 we will usually delete personal data falling within the categories set out below at the date/time set out below:

a. Accountant information will be deleted 6 years after the last log in date.

6.4 Notwithstanding the other provisions of this Section 6, we will retain documents (including electronic documents) containing personal data:

a. to the extent that we are required to do so by law;

b. if we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and

c. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

7. Security of your personal information

7.1 We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information.

7.2 We will store all the personal information you provide on our secure (password- and firewall-protected) servers.

7.3 You acknowledge that the transmission of information over the internet is inherently insecure and is done so at your own risk; we cannot guarantee the security of data sent over the internet. For the avoidance of doubt, Green Business Advisory Services Ltd accepts no liability for any loss or damage you may suffer as a result of such transmission.

7.4 You are responsible for keeping the password you use for accessing our website confidential; we will not ask you for your password (except when you log in to our website).

8. Amendments

8.1 We may update this policy from time to time by publishing a new version on our website.

8.2 You should check this page occasionally to ensure you are happy with any changes to this policy.



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9. Your rights

- 9.1 You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to:
- the payment of a fee (currently fixed at GBP 10); and
 - the supply of appropriate evidence of your identity for this purpose, we will usually accept a photocopy of your passport, or a photocopy of your driving license or a photocopy of birth certificate.
- 9.2 We may withhold personal information that you request to the extent permitted by law.
- 9.3 You may instruct us at any time not to process your personal information for marketing purposes.

10. Third party websites

- 10.1 Our website includes hyperlinks to, and details of, third party websites.
- 10.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

11. Updating information

- 11.1 Please let us know if the personal information that we hold about you needs to be corrected or updated.

12. Cookies

- 12.1 Like most other websites, the Legal Compliance Manager website uses cookies.
- 12.2 A cookie is a small text file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored on your computer by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 12.3 The only cookies in use on our site are for Google Analytics. Google Analytics is a web analytics tool that helps website owners understand how visitors interact with their website. Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. This helps us to identify, which pages are being used; this enables us to monitor, which pages you find useful and, which you do not. We only use this information for statistical purposes.
- 12.4 You can opt out of Google Analytics without affecting your visit to our website. Most browsers allow you to refuse to accept cookies. You may also be able to download an add-on for your browser to refuse cookies.

13. Data protection registration

- 13.1 We are registered as a data controller with the UK Information Commissioner's Office.
- 13.2 Our data protection registration number is ZA125791.



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14. Our details

14.1 This website is owned and operated by Green Business Advisory Services Ltd.

14.2 We are registered in England and Wales under registration number 09037599, and our registered office is at The Old Telephone Exchange, 1 Pier Street, Swansea, SA1 1RY.

14.3 Our principal place of business is at 22 Cathedral Road, Cardiff, CF11 9LJ.

14.4 You can contact us by writing to the business address given above, by using our website contact form, by email to info@legalcompliancemanager.org or by telephone on 02920 344049.