



Website Privacy Notice

Policy version 1.1

Introduction:

<https://www.mmclegalni.com/> (**our website**) is provided by MMC (N.I.) Legal Limited trading as MMC Legal. We are a law firm operating in Northern Ireland under company number NI688506 (**'we', 'our' or 'us'**). We are the controller of personal data obtained via our website, meaning we are the organisation legally responsible for deciding how and for what purposes it is used.

We take your privacy very seriously. Please read this privacy policy carefully as it contains important information on who we are and how and why we collect, store, use and share any information relating to you (your **personal data**) in connection with your use of our website. It also explains your rights in relation to your personal data and how to contact us or a relevant regulator in the event you have a complaint.

We collect, use and are responsible for certain personal data about you. When we do so we are subject to the UK General Data Protection Regulation (**UK GDPR**).

Given the nature of our website, we do not expect to collect the personal data of anyone under 13 years old. If you are aware that any personal data of anyone under 13 years old has been shared with our website please let us know so that we can delete that data.

What this policy applies to

This privacy policy relates to your use of our website only. Throughout our website we may link to other websites owned and operated by certain trusted third parties. Those third party websites may also gather information about you in accordance with their own separate privacy policies. For privacy information relating to those third party websites, please consult their privacy policies as appropriate.

Personal data we collect about you

The personal data we collect about you depends on the particular activities carried out through our website. We will collect and use the following personal data about you:

- your name, address and contact information, including email address, telephone number, and company details
- details of any information, feedback or other matters you give to us by phone, email, post or via social media

Sometimes you can choose if you want to give us your personal data and let us use it. Where that is the case we will tell you and give you the choice before you give the personal data to us. We will also tell you whether declining to share that personal data will have any effect on your use of our website or any services on it.

How your personal data is collected

We collect personal data from you:

- directly, when you enter or send us information, such as when you *contact* us including via email or our contact forms and
- indirectly, such as your browsing activity while on our website; we will usually collect information indirectly using the technologies explain in our Cookie Policy.

How and why we use your personal data

Under data protection law, we can only use your personal data if we have a proper reason, eg:

- where you have given consent
- to comply with our legal and regulatory obligations
- for the performance of a contract with you or to take steps at your request before entering into a contract, or
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

The table below explains what we use your personal data for and why.

What we use your personal data for	Our reasons
Create and manage your account with us	To perform our contract with you or to take steps at your request before entering into a contract
Providing services to you	To perform our contract with you or to take steps at your request before entering into a contract
Conducting checks to identify you and verify your identity or to help prevent and detect fraud against you or us	To comply with our legal and regulatory obligations
To make suggestions and recommendations to you about goods or services that may be of interest to you	Necessary for our legitimate interests i.e. growth and promotion of our business

What we use your personal data for	Our reasons
Retaining and evaluating information on your recent visits to our website and how you move around different sections of our website for analytics purposes to understand how people use our website so that we can make it more intuitive or to check our website is working as intended	<p>Depending on the circumstances:</p> <ul style="list-style-type: none"> —your consent as gathered – see our Cookie Policy. —where we are not required to obtain your consent and do not do so, for our legitimate interests, ie to be as efficient as we can so we can deliver the best service to you at the best price <p>If you have provided such a consent you may withdraw it at any time by contacting our Data Protection Officer using the Contact form.</p>
Communications with you not related to marketing, including about changes to our terms or policies or changes to our services or other important notices	<p>Depending on the circumstances:</p> <ul style="list-style-type: none"> —to comply with our legal and regulatory obligations —in other cases, for our legitimate interests, ie to be as efficient as we can so we can deliver the best service to you at the best price

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Marketing

We will use your personal data to send you updates (by email, text message, telephone or post) about our services including exclusive offers, promotions or new services.

We have a legitimate interest in using your personal data for marketing purposes. This means we do not need your consent to send you marketing information. If we change our marketing approach in the future so that consent is needed, we will ask for this separately and clearly.

You have the right to opt out of receiving marketing communications at any time. We will always treat your personal data with the utmost respect and never sell it with other organisations for marketing purposes.

For more information on your right to object at any time to your personal data being used for marketing purposes, see **'Your rights'** below.

Who we share your personal data with

We may share personal data with:

- third parties we use to help deliver our services to you, eg independent experts, engineers, barristers, consultants etc.
- other third parties we use to help us run our business, eg marketing agencies or website hosts and website analytics providers
- our bank

We require all third parties to treat your personal data in accordance with the law. We do not permit them to use your personal data for their own purposes and only allow them to process same for specified purposes and in accordance with our instructions.

How long your personal data will be kept

We will not keep your personal data for longer than we need it for the purpose for which it is used. Different retention periods apply for different types of personal data and we assess the appropriate retention period pursuant to law.

Transferring your personal data out of the UK or the EEA

We do not normally transfer your data to countries outside the EEA and the UK. These countries will have differing data protection laws, some of which may provide lower levels of protection of privacy. It may on occasion be necessary for us to transfer your personal data to countries outside the UK and EEA. In those cases we will comply with applicable UK and EEA laws designed to ensure the privacy of your personal data.

Cookies and other tracking technologies

A cookie is a small text file which is placed onto your device (eg computer, smartphone or other electronic device) when you use our website. We use cookies on our website.

For further information on cookies please see our Cookie Policy.

Your legal rights

You generally have the following rights::

Access to a copy of your personal data	The right to be provided with a copy of your personal data
Correction	The right to require us to correct any mistakes in your personal data
Erasure	The right to require us to delete your personal data—in certain situations

Restriction of use	The right to require us to restrict use of your personal data in certain circumstances, eg if you contest the accuracy of the data
Data portability	The right to receive the personal data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations
To object to use	The right to object: —at any time to your personal data being used for direct marketing (including profiling) —in certain other situations to our continued use of your personal data, eg where we use your personal data for our legitimate interests unless there are compelling legitimate grounds for the processing to continue or the processing is required for the establishment, exercise or defence of legal claims
The right to withdraw consents	If you have provided us with a consent to use your personal data you have a right to withdraw that consent easily at any time You may withdraw consents by contacting the Data Protection Officer via email. Withdrawing a consent will not affect the lawfulness of our use of your personal data in reliance on that consent before it was withdrawn

For further information on each of those rights, including the circumstances in which they do and do not apply, please contact us (see **'How to contact us'** below). You may also find it helpful to refer to the guidance on your rights under GDPR.

If you would like to exercise any of those rights, please email us—see below: **'How to contact us'**. When contacting us please:

- provide enough information to identify yourself and any additional identity information we may reasonably request from you, and
- let us know which right(s) you want to exercise and the information to which your request relates

Keeping your personal data secure

We have appropriate security measures to prevent personal data from being accidentally lost, or used or accessed unlawfully. We limit access to your personal data to those who have a genuine need to access it.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

Please contact us if you have any queries or concerns about our use of your personal data (see below '**How to contact us**'). We hope we will be able to resolve any issues you may have.

You also have the right to lodge a complaint with the Information Commissioner in the UK. The UK's Information Commissioner may be contacted using the details at <https://ico.org.uk/make-a-complaint>

Changes to this privacy policy

We may change this privacy policy from time to time—when we make significant changes we will take steps to inform you in an appropriate way.

How to contact us

You can contact our Data Protection Officer by email (mmcann@mmlegalni.com) if you have any questions about this privacy policy or the information we hold about you, to exercise a right under data protection law or to make a complaint.