INTRODUCTION

1. This privacy notice provides you with details of how your personal data is collected and processed through my blog, www.lawandlease.co.uk.

2. This includes any personal information you may provide through my blog by:
   - Visiting it, or
   - Subscribing to receive notification of new posts

3. Please note that by providing your data, you warrant that you are over 18 years of age.

4. Amanda Gourlay is the data controller. She is responsible for your personal data (referred to as “I”, “me” or “my” in this privacy notice).

THE DATA THAT I COLLECT

5. Personal data means any information capable of identifying an individual. It does not include anonymised data.

6. I may process certain types of personal data about you as follows:
   - Identity Data may include your title, first name and last name.
   - Contact Data may include your email address and any other contact details, such as your address and/or telephone number, that you may provide to me if submitting a question to me or asking me to contact you.
   - Technical Data may include your login data, internet protocol addresses, browser type and version, browser plug-in types and versions, time zone setting and location, operating system and platform and other technology on the devices you use to access my blog.
   - Profile Data may include your preferences, feedback and survey responses.
   - Usage Data may include information about how you use my blog.
Marketing and Communications Data may include your preferences in receiving marketing communications from me and your communication preferences.

7. I may also process Aggregated Data from your personal data but this data does not reveal your identity and is not itself personal data. For example, I may review your Usage Data to work out the percentage of website users using a specific feature of my blog. If I link the Aggregated Data with your personal data so that you can be identified from it, then it is treated as personal data.

SENSITIVE DATA

8. I do not collect any Sensitive Data from you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. I do not collect any information about criminal convictions and offences.

HOW I COLLECT YOUR PERSONAL DATA

9. I collect data about you in a variety of different methods including the following.

10. **Direct interactions:** You may provide data by filling in forms on my blog (or otherwise) or by communicating with me by post, phone, email or otherwise, including when you:

- subscribe to email notifications;
- request resources or marketing be sent to you;
- give me feedback.

11. **Automated technologies or interactions:** When you use my blog, I may automatically collect Technical Data about your equipment, browsing actions and usage patterns. I collect this data by using cookies, server logs and similar technologies.
HOW I USE YOUR PERSONAL DATA

12. I will only use your personal data when legally permitted. The most common uses of your personal data are:

- where you have consented for me to use that data for the purposes for which it is given. I use your data to contact you by email either to notify you of a new post, or to respond to a communication from you. You have the right to withdraw consent to receiving emails at any time by unsubscribing from the marketing email you receive in your inbox - the unsubscribe link is at the bottom of every email that I send; or

- where it is necessary for my legitimate interests to do so, and your interests and fundamental rights do not override those interests; or

- where I need to comply with a legal or regulatory obligation.

CHANGE OF PURPOSE

13. I will only use your personal data for the purposes for which I collected it, unless I reasonably consider that I need to use it for another reason and that reason is compatible with the original purpose. Purposes that may be compatible with the original purpose include information about podcasts and/or webinars.

14. If I need to use your personal data for a purpose unrelated to the purpose for which I collected the data, I will notify you and I will explain the legal ground of processing.

15. I may however process your personal data without your knowledge or consent where this is required or permitted by law.
DISCLOSURES OF YOUR PERSONAL DATA

16. I may have to share your personal data with the parties set out below:

- service providers who provide IT and system administration services. Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services;
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances;
- other companies who provide services as part of my normal activities in writing and running this blog.

17. I require all third parties to whom I transfer your data to respect the security of your personal data and to treat it in accordance with the law. I only allow such third parties to process your personal data for specified purposes and in accordance with my instructions.

DATA SECURITY

18. I have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

19. In addition, I limit access to your personal data to those agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on my instructions and they are subject to a duty of confidentiality. I have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where I am legally required to do so.
DATA RETENTION

20. I will only retain your personal data for as long as necessary to fulfil the purposes for which I collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

21. In the first instance, I will retain your data for a period of one year after you have visited my blog. At that stage, I will review the position, and will mark your data for deletion, or for a further retention period. The latter of these is only likely where I might need to retain the information for legal proceedings, regulatory matters or active complaints. Otherwise I will delete your data as soon as reasonably practicable after I have marked the data for deletion.

22. In some circumstances you can ask me to delete your data: see below for further information. In some circumstances I may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case I may use this information indefinitely without further notice to you.

YOUR LEGAL RIGHTS

23. You have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

25. If you wish to exercise any of the rights set out above, please contact me at the address at the end of this policy.

26. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, I may refuse to comply with your request in those circumstances.

27. Please note that I may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). I may do that as a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. I may also contact you to ask you for further information in relation to your request to speed up my response.

28. I try to respond to all legitimate requests within one month. Occasionally it may take me longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

THIRD-PARTY LINKS

29. This blog may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you.

30. I do not control third-party websites and am not responsible for their privacy statements. When you leave my blog, I encourage you to read the privacy notice of every website you visit.
COMPLAINTS

31. The GDPR entitles you to make a complaint with the Information Commissioner’s Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of information protection laws occurred. You can contact the Information Commissioner’s Office at www.ico.org.uk/concerns/.

CONTACT ME:

Please let me know if at any time your personal information changes by emailing me at law@lawandlease.co.uk, or by writing to me at Tanfield Chambers, 2-5 Warwick Court, London WC1R 5DJ.