**PRIVACY POLICY**

**Privacy Policy**

We are committed to safeguarding the privacy of visitors to our website. Please read the following notice to understand how we will collect and use your information and the rights you have in relation to your information. References in this notice to “your information” are also to personal information that you provide to us. This notice may vary from time to time so please check it regularly. Any significant changes to this notice will be clearly indicated on our home page. Kloosmans Solicitors is the data controller of any information provided to us by you, and our contact details, together with details of our registration with the UK Information Commissioner’s Office are set out below. Please request details by email to mail@kloosmans.com.

**Personal Information**

You are not required to provide any personal information on our website, but you do provide personal information when completing any forms which we send to you, by email, telephone or letter.

**Collection of Additional Information**

Occasionally, when you connect to our site we may use “cookie” technology and IP addresses to automatically collect certain technical non-personally identifiable information. This might include your type of Internet Browser or computer, the domain name of your Internet Service Provider, number of page visits and the character and duration of such visits. We also track the number of visitors to our website in an aggregate form. Personally, identifiable information is not extracted in this process. This information helps us keep our website fresh and interesting to our visitors and tailor content to a visitor’s interests. You may set your computer browser to disable cookies or to alert you when cookies are being sent. If you disable cookies, we may be unable to optimise your visit to our website and certain features may not be available.

**How we use your information**

We will only use the information you provide to us to:

* Communicate with you about our products and services
* To provide products and services requested by you
* Conduct administrative or operational processes within our business
* Process and respond to requests, enquiries or complaints received by you
* Monitor and analyse our business

**How and why we share your information**

Please note that we may on occasion be required to share your information with any third party who provides services on our behalf. However, we have taken steps to ensure that all such entities keep your personal information confidential and secure and only use it for the purposes that we have specified and of which we have informed you. In relation to any other third parties we will only disclose your information where you have given your consent or where we are required to do so by law, or where it is necessary for the purpose of, or in connection with, legal proceedings or in order to exercise or defend legal rights.

**Security**

We use up-to-date storage and security techniques to protect your personal information from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss. All our employees and any third parties we engage to process your personal information are obliged to respect the confidentiality of your information.

**Other Site**

This site may contain links to other websites that we do not own or operate. We are not responsible for those sites or their content, products, services or privacy policies. Downloading material from certain sites may risk infringing intellectual property rights or introducing viruses into your system.

**Your rights**

You have the right to apply for a copy of the information we hold about you. This is called a data subject access request and you can make a request by writing to us using the contact details below. We may require further information from you to verify your identity before disclosing any personal information to you. You also have the right to have any inaccurate information about you corrected. We want to make sure that your information is accurate and up to date. You may ask us to correct or remove any information that you think is no longer up to date. Please contact us using the contact details below if you would like any corrections made to your information.

**Contact Information**

If you have any questions in relation to this notice, please contact us at:

Address: 706 Southchurch Road, Southend on Sea, Essex. SS1 2PS

Telephone: 01702 600090

Fax: 01702 600115

Email: mail@kloosmans.com

Kloosmans Solicitors is registered with the UK Information Commissioner’s Office under the following ICO Registration Number: **Z8347262**

All email messages sent to and from Kloosmans Solicitors may be monitored to ensure compliance with internal policies and to protect our business.