

ASHTON ALLSOP PRIVACY POLICY

Ashton Allsop is committed to protecting the privacy of its clients, employees, contractors and website visitors by adhering to current privacy legislation and practice.

Your rights

You have a right to know about the personal information we hold about you. You also have a right to have your data corrected or deleted. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. Please address all your requests and/or queries to Paul Allsop (paul.allsop@ashtonallsop.co.uk) or Martin West (martin.west@ashtonallsop.co.uk). We will aim to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Third parties

We will not pass on any personal contact information to third parties unless you specifically consent to us doing so.

Data security

We 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. In addition, we limit access to your personal data to those employees and contractors who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We 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 we are legally required to do so.

Website Information and Communications

There is no requirement to provide any personal information to use our website. In each case we will only collect personal information when you specifically provide it to us, for example, when making an enquiry about our services, applying for a position with our firm or by subscribing to receive current or future communications. The information collected will include your name, e-mail address and if provided, a contact telephone number. Information is used only for the intended purpose for which it was provided. If you decide not to proceed with your enquiry at any stage or your application is unsuccessful or otherwise withdrawn, we will delete all of the information you have supplied to us, unless you instruct us to do otherwise. Where you have consented to receive current or future communications you may opt out at any time by contacting either Paul Allsop or Martin West or using the opt out option provided.

Other websites

Our privacy policy only applies to the Ashton Allsop website. Where our website contains links to other websites please be sure to read the privacy policies of any other websites you decide to access through our website. We do not control these third party websites.

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