



# MORETOLAW

CAREER OPTIONS FOR LAWYERS

## MORETOLAW PRIVACY POLICY

### 1. INTRODUCTION

Moretolaw Ltd (“Moretolaw”) is committed to ensuring that your privacy is protected. This privacy notice explains how we process your personal data when we are in communication with you or you contact us through [www.moretolaw.com](http://www.moretolaw.com)

This notice sets out what personal data we collect, why we collect it, how we use it and the legal basis for doing so and the procedures we have in place to protect your personal data.

It is important to read this notice, together with any other privacy notice we may provide in specific circumstances when we are processing your personal data, so that you are aware of how and why we are using your information.

This policy may be amended at any time.

### 2. ABOUT US

We are Moretolaw Limited, a limited company registered in England and Wales under number 07078506 and with its registered office at 13 Alverstone Avenue, London SW19 8BD.

Moretolaw is a data controller of the personal data of members of the public who have signed up for email updates from [www.moretolaw.com](http://www.moretolaw.com) (“Our Readers”). This means that we are responsible for deciding how we hold and use personal data about you.

### 3. QUESTIONS ABOUT YOUR PERSONAL INFORMATION

If you have any questions about this privacy notice or your information, or to exercise any of your rights as described in this policy or under applicable data protection laws, you can contact us at:

Address: 13 Alverstone Avenue, London SW19 8BD

Email: [info@moretolaw.com](mailto:info@moretolaw.com)

Phone: 07766 221648

### 4. DATA PROTECTION PRINCIPLES

Anyone processing personal data must comply with the principles of processing personal data, as follows:

Lawfulness, fairness and transparency – data must be processed lawfully, fairly and in a transparent manner.

Purpose limitation – data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Data minimisation – data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Accuracy – data must be accurate and, where necessary, kept up to date.

Storage limitation – data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

Integrity and confidentiality – data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or

unlawful processing and against accidental loss, destruction or damage by using appropriate technical or organisational measures.

This policy describes the personal data that we collect, and explains how we comply with these principles.

## **5. WHAT INFORMATION WE COLLECT AND RECEIVE ABOUT YOU**

We collect the personal data of Our Readers so that we can inform them of new content added to the [www.moretolaw.com](http://www.moretolaw.com) site.

We set out below the categories of information we may collect from Our Readers. We aim to make this list as comprehensive as possible but it is not exhaustive. The information that we may collect includes, but is not limited to, the following: personal contact details such as name and email address.

From time to time we interview people about their careers for [www.moretolaw.com](http://www.moretolaw.com) with their consent. These interviews include personal information such as their education and career history but can be anonymous on request and will never be published until the content is agreed in writing with the subject of the interview.

## **6. WHAT WE DO WITH YOUR INFORMATION**

The information about you which is obtained by us may be used for the following purposes:

Unless you choose to opt-out of marketing communications (see below), we will use your information to send to you from time to time information about new content on [www.moretolaw.com](http://www.moretolaw.com)

Your information will not be used for other purposes without your permission, save as required by applicable law.

## **7. YOUR PERSONAL CONTACT DETAILS**

The information that you provide us will be stored securely. Our company is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

## **8. THE LEGAL BASIS FOR OUR PROCESSING**

The legal basis for our processing of your personal information is based on the fact that it is necessary for us to process your information in order to:

<b>Purposes for which we will process the information</b>	<b>Legal Basis for the processing</b>
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For direct marketing	It is in our legitimate interests to market our website to Our Readers. We consider this use to be proportionate and will not be prejudicial or detrimental to you. You can always opt-out of receiving direct marketing-related email communications by following the unsubscribe link.
Marketing our services	It is in our legitimate interests to market our services to Our Readers. We consider this use to be proportionate and will not be prejudicial or detrimental to you.

## 9. MARKETING

We may use personal information to notify you about important developments and services which we think you may find valuable, for sending you newsletters, invitations to events and similar marketing.

We may contact you by email (or phone or SMS if applicable).

You can tell us if you do not wish to receive direct marketing by contacting us using the details set out above.

If you would like to unsubscribe from any email newsletter or other email marketing, you can also click on the 'unsubscribe' button at the bottom of the email. It may take a few days for this to take effect.

## 10. SHARING YOUR INFORMATION WITH THIRD PARTIES

For the purposes set out in section 6 above, we may share information concerning Our Readers with third party technology service providers.

With your agreement, we may profile you and provide biographical and professional details about you to Our Readers on [www.moretolaw.com](http://www.moretolaw.com) (including photographs).

In the event that we sell any business or assets, we may disclose your personal information to the prospective buyer of such business or assets.

If all or substantially all of our assets are acquired by a third party, personal information held by us about Our Readers may be one of the transferred assets.

We will also disclose your personal information to the extent we are under a duty to disclose or share your personal information in order to comply with any legal obligation.

## 11. ACCURACY OF DATA

We will take reasonable steps to try to ensure that your information is kept accurate and up-to-date. When we become aware of an inaccuracy in your personal information, we will

take every reasonable step to ensure that the information is either erased or rectified without delay.

## **12. YOUR RIGHTS**

You have the following rights:

to obtain access to, and copies of, the personal data that we hold about you (“subject access request”);

to require us not to process your personal data for direct marketing purposes;

to require us to erase your personal data (the “right to be forgotten”);

to require us to restrict our data processing activities;

to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller (“data portability”); and

to require us to correct the personal data we hold about you if it is incorrect, or to complete any data which is incomplete including by means of providing a supplementary statement (the “right to rectification”).

You also have the right to object, on grounds relating to your particular situation, at any time to processing of your personal data which is based on our legitimate interests. In such event we shall no longer process your personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests or for the establishment, exercise or defence of legal claims.

Please note that some of the above rights are not absolute, and we may be entitled to refuse requests, wholly or partly, where exceptions under applicable law apply.

## **13. EXERCISING YOUR RIGHTS**

You can exercise any of your rights as described in this policy and under data protection laws by contacting [www.moretolaw.com](http://www.moretolaw.com)

Save as provided under applicable data protection laws, there is no charge for the exercise of your legal rights. However, if your requests are manifestly unfounded or excessive, in particular because of their repetitive character, we may either: (a) charge a reasonable fee (subject to any limits imposed by applicable law) taking into account the administrative costs of providing the information or taking the action requested; or (b) refuse to act on the request.

Where we have reasonable doubts concerning the identity of the person making the request, we may request additional information necessary to confirm your identity.

## **14. DATA SECURITY**

Our company is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Only authorised personnel and third party service providers are permitted access to personal data, and that access is limited by need.

Despite these precautions, however, we cannot guarantee the security of information transmitted over the Internet or that unauthorised persons will not obtain access to personal data. In the event of a data breach, we will will notify you and any applicable regulator where required to do so.

## **17. HOW LONG WE KEEP YOUR INFORMATION**

We will retain the information we collect about you until you unsubscribe from our updates, at which point your personal data will be deleted or anonymised.

## **18. COMPLAINTS**

If you have concerns about our use of your personal data, please send an email with the details of your complaint to [info@moretolaw.com](mailto:info@moretolaw.com)

You also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/>).

## **19. CHANGES TO OUR PRIVACY POLICY**

Moretolaw reserves the right to change this privacy policy from time to time. Any changes will be posted on this page with an updated revision date. We will post a prominent notice on the website to notify you of any significant changes to our privacy policy, or update you by other appropriate means.

**This Privacy Policy was last updated on 21 May 2018.**