



Where sharp minds meet

## **Fair Processing / Privacy Statement for website users**

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## **Introduction**

Johnston Carmichael LLP is committed to protecting the privacy of our website users. This document explains how your personal data is processed fairly within the business in accordance with Data Protection Act 1998.

We may collect the following information from our website users:

- Your visits and use of our website
- Use of cookies
- Limited personal details

The purpose for collecting this information is for:

- Provision of newsletters and/or other Johnston Carmichael marketing materials
- Registering and/or subscribing to our website service
- Provision of other requested business information regarding our services

## **Who is the Data Controller?**

JOHNSTON CARMICHAEL LLP

## **What Data do we collect and the Purpose**

We may collect information about your visits to our website such as IP address, location, browser type, referral source, length of visit and number of page views. This information may be used to improve our website's usability and for marketing purposes.

Cookies are used on this website. The use of cookies is now a standard operating procedure for most websites. If you are uncomfortable with the use of cookies, you will have the option to opt-out of receiving them; however, you may find other functionality in the site impaired. After termination of the visit to our site, you can always delete the cookie from your system. More information about cookies can be obtained at [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

The extent and type of information we receive from you on our website depends on what you do when visiting our site. If you visit our site to read or download information, such as news stories or articles, then any data we collect will not identify you. Examples are:

- the domain from which you access the Internet
- the date and time you access our site
- the IP address of the website from which you linked to our site

Information about the number of visitors and their use of the site will only be used for statistical purposes (in aggregate form) to improve our website's usability and for marketing purposes.

If you provide us with personal data we will use it to process your online requests. For example, if you send us an email message requesting information about our services, we will use your email address and other information supplied to respond to your request. We may use your personal information to tell you about our other services, but in doing so you will be given you an opportunity to "Opt out" of receiving such further communications.

### **Security of your Personal data and retention**

We have appropriate technical and organisational security policies and procedures in place to protect your personal data from loss, misuse, alteration or unintentional destruction. Your personal data will be retained only for as long as necessary to fulfil the purposes for which the information was collected.

### **Who internally has access to the data**

Only members of the marketing team have access to the data which they require to carry out their job function.

### **Who the information may be shared with**

We may disclose your personal information to any member of our group, which means Johnston Carmichael LLP and its subsidiaries i.e. Johnston Carmichael Wealth Ltd. We may also disclose your personal information if required to do so by law and in accordance with the Data Protection Act.

We do not share personal data with third parties except as necessary to carry out our business, to carry out your requests or as required by the law in compliance with the Data Protection Act 1998. We will never sell your personal information to third parties.

Other than as set out above, we will not disclose any of your personal data without your permission.

### **Transfers**

It may sometimes be necessary to transfer personal data overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act.

### **Contact Us**

For further information on how your information is being used please contact Johnston Carmichael LLP by emailing [marketing@jcca.co.uk](mailto:marketing@jcca.co.uk).