ALLFORD
HALL
MONAGHAN
MORRIS

ALLFORD HALL MONAGHAN MORRIS LIMITED
PRIVACY POLICY

Allford Hall Monaghan Morris Limited ("We") are committed to protecting and respecting your privacy. This is in accordance with the law under the UK GDPR and the Data Protection Act 2018.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will use it. By visiting www.ahmm.co.uk you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 2018 and the UK GDPR (https://www.gov.uk/data-protection), the data controller is Allford Hall Monaghan Morris Limited of Morelands, 5-23 Old Street, London EC1V 9HL.

Our Data Protection Officer (DPO) can be contacted at acambridge@ahmm.com and +44 (0)20 7251 5261.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following personal data about you:

- Identity data: including your name and address
- Contact data: your contact details including your email address and phone number
- Technical data: Internet protocol address (IP) address, browser version, time zone setting, browser plug-in settings, operating systems and platforms.
- Usage data: the full Uniform Resource Locators (URL) to and from our site, lengths of visits to certain pages, page interaction information (scrolling, clicks and mouse-overs)

HOW INFORMATION ABOUT YOU IS COLLECTED

There are different ways that we may collect data from and about you. This includes:

Your interactions with us. You might provide us information about you by:

- Filling in forms on our website;
- Corresponding with us by phone, email or otherwise;
- Registering for our newsletter or reporting an issue with our website.
- Data is automatically collected in regard to each of your visits to our website.

Information from third parties. We may receive information about you from third party sources when you use other websites we operate, or other services provided by us. Including:

- Business partners;
- Sub-contractors;
- Payment and delivery services;
- Advertising networks;
- Information providers;
- Credit reference agencies;

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing the information are:

- Consent. We may rely on your consent to process your personal data. You are able to remove your consent at any time. You can do so by contacting us (see contact details).
- We have a contractual obligation. We process your personal data where it is necessary to enter into a contract with you.
- We have a legal obligation. We may process personal data where we are legally required to do so.
- We have a legitimate interest. We may use your personal data where it is necessary for legitimate business interests, such as improving our website.

COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our Cookie policy (www.ahmm.co.uk/assets/uploads/210422-website-cookie-policy.pdf).

USES OF THE INFORMATION

We use the information held about you in the following ways:

- Information you give to us. We may use this information:
    - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, product and services that you request from us.
    - To notify you about changes to our services.
    - To ensure that content from our site is presented in the most effective manner for you and your computer.
- Information we collect about you. We may use this information:
    - To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey services.
    - To ensure that content from our site is presented in the most effective manner for you and your computer.
    - To allow you to participate in interactive features of our service, when you choose to do so.
    - As part of our efforts to keep our site safe and secure.
- Information we receive from other sources. We may use this information:
    - We may combine this information with information you give to us and information we collect about you. We may use a combination of this for the purposes set out above.

DISCLOSURE OF YOUR INFORMATION

We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined by the UK Companies Act 2006.

We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.

We may disclose your personal information to third parties:

- Whom we may sell, transfer or merge parts of our business or assets with.
- If we seek to merge or acquire other businesses. In this case, the new owners may use your personal information in the same way as set out in this policy.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property or safety of AHMM Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of AHMM Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

YOUR RIGHTS

We will usually inform you, prior to collecting your data, if we intend to use your data for the purposes stated. You can check certain boxes on the forms used to collect data. In doing so you can exercise your rights to prevent processing.

Under the UK GDPR you have the following rights:

- Right to access: You can ask us for copies of your personal information. You can also ask to access details about where we get personal information from. There are exemptions, you may not receive all requested information.

- Right to withdraw: You have the right to withdraw consent at any time.

- Right to erasure ("right to be forgotten"): You have the right to ask us to delete your personal information.

- Right to restrict processing: You have the right to ask us to limit the use of your personal data.

- Right to data portability: You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.

- Right to object: You have the right to object to the processing of your personal data.

If you wish to exercise any of the rights set out above, please contact us. (See below)

What we may need from you:

In some circumstances, we may need to request information about you to enable us to confirm your identity and exercise the right for you to access your personal data. This is to ensure that your personal data is not disclosed to anyone who does not have the right to receive it.

You are not required to pay any charge for exercising your rights.

DATA RETENTION PERIOD

We do not retain any personal data. However, we do retain information regarding when our website is being viewed, the browser that is being used, the duration it is being viewed for, the separate pages within the website being viewed, the device used for viewing the website, and the location of the viewer.

Any analytics and technical data will only be retained for as long as it is reasonably necessary for it to fulfil the purposes for which it was collected for and in line with UK laws, including the UK GDPR and the Data Protection Act 2018.

WHERE WE STORE YOUR DIGITAL DATA

We do not transfer your personal data outside the UK.

COMPLAINTS

If you have any concerns about the management of your data, you can make a complaint using the contact details provided at the bottom of this privacy policy.

If you remain unhappy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) for an independent review, contact details below.

To contact the ICO: 0303 123 1113 or https://www.ico.org.uk/make-a-complaint

The ICO'S address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

CHANGES TO OUR PRIVACY POLICY

We may update our privacy policy. Changes will be posted on this page and, if necessary, you will be notified by e-mail.

CONTACT US

Questions, comments and requests regarding the privacy policy are welcomed.

Email address: info@ahmm.co.uk

Postal address: Morelands, 5-23 Old St, London EC1V 9HL, United Kingdom.

Telephone number: +44 (0)20 7251 5261