

### PRIVACY POLICY

#### **BACKGROUND:**

Your Will and Estate is a sole trader trading style of Roger Randall who is an Estate Planning Consultant of The Right Will and Estate Planning Ltd.

We understand that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits our website and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of each of Our Sites. If you do not accept and agree with this Privacy Policy, you must stop using Our Sites immediately.

### 1. **Definitions and Interpretation**

In this Policy the following terms shall have the following meanings:

certain areas and features of Our Site;

"Cookie" means a small text file placed on your computer or

device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in

section 13, below;

"Cookie Law" means the relevant parts of the Privacy and Electronic

Communications (EC Directive) (Amendment)

Regulations 2011;

"personal data" means any and all data that relates to an identifiable

person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection

Regulation ("GDPR"); and

"We/Us/Our" means Your Will and Estate as a sole trader trading

style of Roger Randall whose trading address is 37 Byng Road, Barnet EN5 4NW and The Right Will and Estate Planning Ltd and subsidiary companies, a limited company registered in England under company number 7532140, whose registered address is St Johns Court, 70 St Johns Close, Knowle, Solihull, B93 0NH

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#### PROTECTING YOUR LOVED ONES

#### 2. Information About Us

2.1 The Data Protection Officer is Adam Stretton, and can be contacted by email at dpo@therightwill.co.uk, by telephone on 01564 732 740, or by post at St Johns Court, 70 St Johns Close, Knowle, Solihull, B93 0NH.

# 3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site(s): https://www.yourwillandestate.co.uk/

Our Sites may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

### 4. Your Rights

- 4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:
  - 4.1.1 The right to be informed about Our collection and use of personal data;
  - 4.1.2 The right of access to the personal data We hold about you (see section 12);
  - 4.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 14);
  - 4.1.4 The right to be forgotten i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 14);
  - 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
  - 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
  - 4.1.7 The right to object to Us using your personal data for particular purposes; and
  - 4.1.8 Rights with respect to automated decision making and profiling.
- 4.2 If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 14 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.
- 4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.



### PROTECTING YOUR LOVED ONES

#### 5. What Data Do We Collect?

At this time, we do not use cookies to collect any data whether that be personal or non-personal on our website. Only the data submitted by users to ourselves is captured.

### 6. How Do We Use Your Data?

- 6.1 All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 7, below.
- 6.2 Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have consented to Our use of your personal data (e.g. by subscribing to emails), or because it is in Our legitimate interests. Specifically, We may use your data for the following purposes:
  - 6.2.1 Supplying Our products **OR** services to you (please note that We require your personal data in order to enter into a contract with you);
  - 6.2.2 Personalising and tailoring Our products **OR** services for you;
  - 6.2.3 Replying to emails from you;
- 6.4 You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.
- 6.5 We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):
  - 6.5.1 For no longer than it is necessary for us to fulfil our legal and regulatory responsibilities.

### 7. How and Where Do We Store Your Data?

- 7.1 We only keep your personal data for as long as We need to in order to use it as described above in section 6, and/or for as long as We have your permission to keep it.
- 7.2 Some or all of your data may be stored outside of the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). You are deemed to accept and agree to this by using Our Site and submitting information to Us. If We do store data outside the EEA, We will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and under the GDPR including:
  - 7.2.1 Privacy Shield; this framework was designed by the US Department of Commerce, European Commission and Swiss Administration to provide companies on both sides on the Atlantic with a mechanism to comply with Data Protection regulation. For further information www.privacyshield.gov



### PROTECTING YOUR LOVED ONES

- 7.3 Data security is very important to Us, and to protect your data We have taken suitable measures to safeguard and secure data collected through Our Site.
- 7.4 Steps We take to secure and protect your data include:
  - 7.4.1 Keeping software up to date;
  - 7.4.2 Restricted access;
  - 7.4.3 Anti-virus software;
  - 7.4.4 Server and email encryption.

### 8. **Do We Share Your Data?**

- We may share your data with other companies in Our group for internal processing purposes. This includes Our Subsidiaries and legal partners. We may sometimes contract with third parties to supply products and services to you. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. Additionally, your information will be shared with third parties such as lenders, product providers and service providers who will use your data for the purpose of marketing and transacting business with you. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.
- 8.2 We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.
- 8.3 In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or a governmental authority.

### 9. What Happens If Our Business Changes Hands?

- 9.1 We may, from time to time, expand or reduce Our business and this may involve the sale and/or the transfer of control of all or part of Our business. Any personal data that you have provided will, where it is relevant to any part of Our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Us.
- 9.2 In the event that any of your data is to be transferred in such a manner, you will not be contacted in advance and informed of the changes.



#### 10. How Can You Control Your Data?

10.1 We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the links provided in Our emails and at the point of providing your details and by managing your Account).

## 11. Your Right to Withhold Information

11.1 You may access certain areas of Our Site without providing any data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data.

#### 12. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge. Please contact us for more details at <a href="mailto:roger@yourwillandestate.co.uk">roger@yourwillandestate.co.uk</a> or using the contact details below in section 14.

#### 13. Our Use of Cookies

13.1 At the time of this Notice (June 2024), our site does not use any tracking or data collection cookies.

### 14. Contacting Us

If you have any questions about Our Site or this Privacy Policy, please contact Us by email at roger@yourwillandestate.co.uk, by telephone on 0203 805 2292, or by post at 37 Byng Road, Barnet EN5 4NW. Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you (as under section 12, above).

## 15. Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.