Dickinson Wood Solicitors

Privacy Policy

1. Introduction

Dickinson Wood Solicitors (a trading style of Dickinson Wood LLP) understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, (https://www.dickinsonwood.co.uk/) ('**Our Site**') and only collect and use your personal data as described in this Privacy Policy. Any personal data we collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it.

This Privacy Policy should be read in conjunction with the **Website Terms and Conditions**.

2. Information About Us

Our **Data Protection Officer** is **Linda Baughan,** who is responsible for this policy. Dickinson Wood LLP are authorised and regulated by the Solicitors Regulation Authority.

All personal information that we may use will be collected, processed, and held in accordance with the provisions of UK General Data Protection Regulation (UK GDPR), which sits alongside the Data Protection Act 2018 (DPA 2018), the Data (Use and Access) Act 2025 (DUAA) and the Privacy and Electronic Communications Regulations 2003.

If you have any questions about our Privacy Policy, you can email our Data Protection Officer at lgb@dickinsonwood.co.uk, or writing to her at 28 South Parade, Doncaster, DN1 2DJ or calling 01302 329504.

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Approved by: Linda Baughan
Managed by: Regulation and Compliance Office
Review by: 15/04/2027
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3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site.

Our Site 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. What Is Personal Data?

Personal data is defined by the UK General Data Protection Regulation ('GDPR') and the Data Protection Act 2018 (collectively, the Data Protection Legislation) as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

5. What Are Your Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know.
- The right to access the personal data we hold about you.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold.
- The right to restrict (i.e. prevent) the processing of your personal data.

- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in **Section 14. (‘*Contacting Us*’)**.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed for as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner’s Office.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in **Section 14. (‘*Contacting Us*’)**.

6. What Personal Data Do We Collect and How?

Subject to the following, we do not collect any personal data from you. We do not place cookies on your computer or device, nor do we use any other means of data collection.

If you send an email to us, we may collect your name, your email address, and any other information which you choose to give to us. For the purposes of the Data Protection Legislation, We are the 'data controller' responsible for such personal data.

The lawful basis under the Data Protection Legislation that allows us to use such information is Article 6(1)(f) of the GDPR, which allows us to process personal data when it is necessary for the purposes of our legitimate interests, in this case, for the proper operation and functionality of Our Site.

If you contact us as described above, you will be required to consent to our use of your personal data to contact you. In this case, our lawful basis for using your personal data will be Article 6(1)(a) of the GDPR, which allows us to use your personal data with your consent for a particular purpose or purposes.

7. How Do We Use Personal Data?

Where we collect any personal data, it will be 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 Data Protection Legislation at all times. For more details on security, see **section 8. ('*How and Where Do You Store Personal Data*?')**, below.

As stated above, we do not generally collect any personal data directly from you, but if you contact us and we obtain your personal details from your email, we may use them to respond to your email. The other technical data referred to above is necessary for the technical operation of Our Site.

We will not share any of your personal data with any third parties for any purposes other than storage on an email and/or web hosting server.

8. How and Where Do You Store Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

9. How Can You Access Your Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a Data Subject Access Request (DSAR).

All subject access requests should be made in writing and sent to the email or postal addresses shown in **Section 14. ('*Contacting Us*')** or made by telephone to: 01302 329504.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests), a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

10. Who We Share Your Data With

We do not sell your personal data to third parties. We may share your data with the following categories of third-party service providers who assist us in operating our website and delivering our services:

- Hosting and security providers for website infrastructure
- Professional advisers, including legal and accountancy professionals, where required

All third-party providers are required to handle your data in accordance with applicable data protection law. Where data is transferred outside the UK or European Economic Area, we ensure that appropriate safeguards are in place.

11. Our Retention of Your Data

We retain enquiry data for as long as necessary to respond to and manage your enquiry, and for a reasonable period thereafter in case of follow-up.

12. Data Protection Complaints Procedure

If you wish to raise a complaint about how we have handled your personal data, please contact us in the first instance at lgb@dickinsonwood.co.uk with the subject line "Data Protection Complaint". Click here to review our **GDPR and Data Breach Complaint Policy**.

13. Changes to this Policy

We review this Privacy Policy regularly and will update it where necessary to reflect changes in legislation, regulatory guidance, or how we process personal data. The last reviewed date at the top of this page indicates when the policy was last updated.

14. Contacting Us

To contact us about anything to do with your personal data and data protection, including to make a subject access request, you should contact our Data Protection Officer by emailing lgb@dickinsonwood.co.uk, or writing to her at 28 South Parade, Doncaster, DN1 2DJ or calling 01302 329504.

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