



SMEDICO LEGAL - PRIVACY POLICY

Effective Date: 04/04/2015

Review Date: 04/04/2016

This privacy policy explains how Smedico Legal uses and protects any information that you give Smedico Legal or the data you send by email. The company is registered with the Information Commissioners office.

Smedico Legal is committed to ensuring that your privacy is protected. Should we ask you send certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement. You are advised to check the web site from time to time to see whether this policy has changed in any way.

What data we collect:

When you submit an enquiry, we ask for information such as your name and email address and area of work as well as the nature of the enquiry. This information is used by our company for the purposes of responding to your enquiry. We may store these details on a database and contact you with any information that may be relevant to that enquiry. At any time you can email us and request that we remove any of the above information from our database.

Please be assured we do not disclose any information to a third party and it is purely used for our own company marketing purposes.

What exactly we do with the information you give us:

At Smedico Legal we do require the information detailed on the "Contact Us" page to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.



- We may use the information to improve our services.
- We may periodically send promotional emails about special offers or other information which we think you may find interesting using the email address which you have provided. If you do not wish to receive this communication, please email Smedico Legal, stating that you wish to have your details removed from our marketing list.
- We may also send out updates on important information about our company, services and guides on how to use our website and any changes that may occur.
- Please be assured that we restrict access to information only to authorised personnel, who are permitted to see your information.
- In compliance with Laws of England and Wales and Law Enforcement, Smedico Legal will co-operate with government or law enforcement officials to enforce and comply with the law. We will disclose any information about you to government or law enforcement officials, in our sole discretion, believed to be necessary or appropriate to respond to claims and legal process (including but not limited to a summons), to protect the property and rights of Wade Medico Legal Records or a third party, to protect the safety of the public or any person, or to prevent or stop activity we may consider to be, or to pose a risk of being illegal, unethical, inappropriate or legally actionable.
- In the event of legal transfer of Business: Wade Medico Legal Records may sell, transfer or otherwise share some or all of its assets, including your Personal Information held by Smedico Legal, in connection with a merger, acquisition, reorganisation or sale of assets or in the event of bankruptcy. If such changes take place, all the registered clients of Smedico Legal will be notified.

Updating Your Information

If you believe any information we hold may no longer be current then you are entitled to email us with the changes and we will update our records forthwith.



Data concerning Children inadvertently obtained through the web site.

The web site is not directed at children less than 18 years of age. We do not knowingly collect personally identifiable information from children under 16. If a parent or guardian becomes aware that their child has provided us with Personal Information without their consent, please inform us by email. If we become aware that a child under 16 has provided us with Personal Information, we will immediately delete such information from our files.

Data Protection

Smedico Legal is committed to ensuring the highest level of security for the data stored on its site, it is registered with the information commissioner's office under the Data Protection Act 1998 and has put in place suitable physical, electronic and managerial procedures to safeguard and secure the data stored and information collected.

Automatically Recorded Information

When you visit our website our servers automatically record information that your browser sends whenever you visit a website. This information may include, but is not limited to your computer's Internet Protocol address, browser type, the web page you were visiting before you came to Smedico Legal website and the information that you have searched for on our site.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. We don't currently use cookies but we reserve the right to do so in the future. If we start to use cookies you will be asked whether you accept or decline their usage and a cookie policy will be placed on the web site. We do collect data on regional and most popular internet hits through our server which will record how you



came to find the web site i.e. through google and twitter; but not on individual web sites.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling Your Personal Information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to: Smedico Legal, Suite 55, 60 Water Lane, Wilmslow, Cheshire. SK9 5AJ.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Opening Hours

Office Opening Hours are 8:30am to 6pm, Monday to Friday except on Bank Holidays, and any email or telephone communication will be answered during this time.

If you have any questions regarding our privacy policy, please email us at: info@smedicolegal.co.uk

Authorised by Katrina Wade, Managing Director, Smedico Legal.