

## **Privacy Statement**

This statement explains how we may collect and process information about you through our website.

Jirehouse, Jirehouse Partners LLP, Jirehouse Trustees Ltd and Jirehouse Secretaries Ltd are keen to ensure that when we collect and use information about you we do so in accordance with best data privacy practice.

### *Submitting your contact details*

You do not have to give us any information to use this website. However, our web pages may invite you to contact us regarding our services, apply for a job or send us emails which will, of course, identify you.

### *Collection and Use of your private data*

In each case, we need to ensure data protection compliance whilst processing your data. On our web pages we will indicate clearly the purpose for which you are invited to give us information about you. We will not use information for purposes that are not clear when you provide your details, except in limited circumstances, for example, with your agreement or where we are legally obliged to do so. As an international law firm it will from time to time be necessary to pass your information between our offices based in the UK and EU, and our overseas office for the sole purpose of offering you best possible legal advice from Jirehouse, Jirehouse Partners LLP and Jirehouse Trustees Ltd.

If during your visit to our website you have chosen to provide us with personal details (e.g. by contacting one of our staff regarding a legal matter) that data will only be used by us in accordance with our privacy policy.

### *IP Addresses*

When you visit [www.jirehouse.com](http://www.jirehouse.com) the website will send your computer a session cookie which contains a unique but anonymous identifier (eg HZSGTE). The website server will create a corresponding but anonymised record of a number of technical details including the IP address of your computer, details of your operating system and the date, time and duration of your visit.

The information that we collect in this process will not identify you as an individual. In some circumstances our records will identify organisations visiting our site and we may use that information in managing our relationship with those organisations, for example, in considering how to develop the services that we offer them.

### *Cookies*

Our websites uses cookies (small data files which are downloaded to your computer) so that we can recognise that your computer has visited the site before. We do not use cookies to identify you, just to improve your experience of the site, for example, by allowing the site to remember your bookmarks and language preference. You can if you wish set your Internet browser so that it will not automatically download cookies; this will not prevent you from

using our site. The exact steps necessary to block cookies vary from browser to browser. They are generally explained in the "Help" section of the browser.

#### *Your subject access rights*

If you have any questions about our Privacy Statement, want to exercise your subject access right to see a copy of the information that we hold about you, please contact us by email at [admin@jirehouse.com](mailto:admin@jirehouse.com) with enquiry topic "Data Privacy", or alternatively send a signed letter addressed to the Managing Partner of the relevant office. We may charge a small administration fee of £10 in relation to any requests for access to personal information.

#### *Revisions to this policy*

The internet and best data privacy practice are both developing. We must therefore reserve the right to revise this policy at any time. Your use of our website constitutes your acceptance of the terms of this privacy policy, as revised by us from time to time. You should therefore review this page regularly to ensure that you are aware of any change to its terms.