



# Michael Cook Law Firm Limited Policy Document

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## Policy for Data Protection and Privacy Policy

Author: Michael Cook  
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## Revision History

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Version No	Release Date	Author	Updated By	Approved By	Changes
1.0	12.11.2018	Michael Cook			Initial Policy Inception
2.0	23.02.2021		Lorretta Coulson	Michael Cook	Front Page, updated logo, insert of Responsible person and ICO details

## Contents

- Introduction
- Scope
- Policy



## **Introduction**

A Privacy Policy is a document, usually a page on the website, in which all of the methods and purposes of the data processing activities on the site outlined, including contact forms, mailing lists etc. Cookies are the potential privacy risk, because they are able to track, store and share user behaviour.

## **Scope**

This policy applies to the personal information you give us or which we receive. Please read this policy carefully.

A handwritten signature in black ink, appearing to read "Michael Cook", is centered on the page. The signature is fluid and cursive, with a large loop at the end.

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Michael Cook  
Director  
Dated: 23.02.2021



# Privacy & Cookie Policy

## Privacy Policy

Last updated: 8<sup>th</sup> February 2021 Michael Cook Law Firm Limited (“us”, “we”, or “our”) operates the Michael Cook Law Firm Limited website (the “Service”).

This page informs you of our policy regarding the collection, use and disclosure of Personal Information when you use our Service.

We will not use or share your information with anyone except as described in this Privacy Policy.

We use your Personal Information for providing and improving the Service. By using the Service, you agree to the collection and use of information in accordance with this policy. Unless otherwise defined in this Privacy Policy, terms used in this Privacy Policy have the same meanings as in our Terms and Conditions, accessible at <http://www.michaelcookrealestate.co.uk>.

## Information Collection And Use

While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information (“Personal Information”) may include, but is not limited to:

- Name
- Email address
- Telephone number
- Address

## Log Data

We collect information that your browser sends whenever you visit our Service (“Log Data”). This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages and other statistics.

## Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer’s hard drive.

We use “cookies” to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.

## Service Providers



We may employ third party companies and individuals to facilitate our Service, to provide the Service on our behalf, to perform Service-related services or to assist us in analysing how our Service is used.

These third parties have access to your Personal Information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

## Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

## Links To Other Sites

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over, and assume no responsibility for the content, privacy policies or practices of any third- party sites or services.

## Children's Privacy

Our Service does not address anyone under the age of 18 ("Children").

We do not knowingly collect personally identifiable information from children under 18. If you are a parent or guardian and you are aware that your child has provided us with Personal Information, please contact us. If we discover that a child under 18 has provided us with Personal Information, we will delete such information from our servers immediately.

## Compliance With Laws

We will disclose your Personal Information where required to do so by law or subpoena.

## Changes To This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## Contact Us

If you have any questions about this Privacy Policy, please contact us at [enquiries@michaelcooklaw.co.uk](mailto:enquiries@michaelcooklaw.co.uk)



## Further Information

In addition, please contact us if you wish to:

- See a copy of the information we hold on you. Please note that there is a statutory fee for this which is currently £10. We will also need sufficient evidence of your identity and sufficient details of the information you wish to see to enable us to locate it; or
- Be added to, or removed from, our mailing lists.

Data Protection Officers:  
Michael Cook

Michael Cook Law Firm Limited  
Unit 5 Lambton House  
Newbottle Street  
Houghton le Spring  
Tyne and Wear  
DH4 4AR

Email: [mc:@michaelcooklawfirm.co.uk](mailto:mc:@michaelcooklawfirm.co.uk)

Further information about data protection issues including the online register of data controllers can be found on the Information Commissioner's site at [www.ico.org.uk](http://www.ico.org.uk)

Michael Cook Law Firm Limited's ICO Registration Number: ZA565997