



Legal Insurance Management Ltd (LIM) considers that the correct treatment of **personal data** is integral to our successful operations and to maintaining trust and confidence of the persons we deal with. All **personal data** is obtained and processed in a fair and lawful manner and in accordance with current data protection legislation.

This notice is relevant to all users of any of LIM's websites.

LIM undertakes the legal responsibility of the **Data Controller** and **Data Processor**, with our Managing Director undertaking the role of **Data Protection Officer**. Should you have any questions about the data that we hold about you, please contact us. Our details are provided below:

1 Hagley Court North
The Waterfront
Brierley Hill
DY5 1XF

Tel: 01384 377000

Email: dataprotection@legalim.co.uk

Our commitment to you






We want you to have confidence in the way that we handle your **personal data**. LIM takes the protection of all **personal data** seriously and is committed to ensuring that your **personal data** is collected and processed in a compliant manner.

We make the following commitment to everyone who we hold **personal data** on:

- Everyone managing and handling **personal data** understands that they are responsible for following good data protection practice.
- Employees who handle **personal data** are appropriately supervised and trained.
- Queries about handling **personal data** are promptly and courteously dealt with by people who know how to handle **personal data**.
- Methods of handling **personal data** are regularly assessed and evaluated.
- Any disclosure of **personal data** will be in compliance with approved procedures.
- We take all necessary steps to ensure that **personal data** is kept secure at all times against unauthorised or unlawful loss or disclosure.
- All suppliers who are users of **personal data** supplied by LIM will be required to confirm that they will abide by the requirements of current data protection legislation with regard to information supplied by us.

Visitors to our website, cookies and hosting

Where we collect **personal data** via our websites (Lime.legalim.co.uk, Claims.legalim.co.uk, Wc2018.legalim.co.uk, www.legalim.co.uk, legalim.livevacancies.co.uk, www.limemergency.co.uk, Lim.yourguarantor.com), we will be upfront about it and it will be obvious to you that you're providing **personal data** and how we will be using it. Information may be collected by you doing any of the following:

-  Registering a claim.
-  Using our website.
-  Entering a competition.
-  Emailing LIM.
-  Applying for a role at LIM.

The data that LIM collects may include:

Individual Details

Your name, address (including proof of address), telephone number, email address, gender and date of birth.

Employee Data

Your contract of employment, sickness and absence records

Education Details

Your completed qualifications, along with the outcome of any courses or exams.

Employment History

Details of your previous employers, including the dates that you were employed by them.

Financial Details

Your bank details for processing of any payroll or current salary information.

Special Category Data

These are categories of data which have additional protection under data protection legislation. The special category data which may be obtained relates to your health or criminal convictions.

Cookies are small files which save and retrieve information about your visit to LIM's website - for example, how you entered our site, how you navigated through the site, and what information was of interest to you. The cookies that LIM use merely identify you as a number. However, if you are uncomfortable regarding the use of cookies, please keep in mind that you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. LIM only uses cookies on its websites to manage the sessions of any user, this ensures that ability to identify the user on any subsequent requests as well as being able to apply security success controls, authorised access to the user private data and to increase usability of the application.

If LIM's website is hosted by a third party they may use cookies differently to LIM, and you should refer to the host's Privacy Policy to establish its use of cookies.

Our websites are hosted by:

<http://www.legalim.co.uk> – hosted by Wix.com

<https://legalim.livevacancies.co.uk> - hosted by Easy Web

<http://limemergency.co.uk> – hosted by LIM

[Lime.legalim.co.uk](http://lime.legalim.co.uk) – hosted by LIM

[Claims.legalim.co.uk](http://claims.legalim.co.uk) – hosted by LIM

[Wc2018.legalim.co.uk](http://wc2018.legalim.co.uk) – hosted by LIM

[Lim.yourguarantor.com](http://lim.yourguarantor.com) - hosted by LIM

All data collected by LIM's self-hosted sites is stored on a dedicated database server within our network. Our network is certified by IASME Gold and Cyber Essentials Plus.

Data on hosted websites

Any **personal data** which is collected on a LIM website which is hosted by a third party may be used by the third party. The third party may also use cookies differently to LIM. You should refer to the third party's privacy policy for full details of how they use your data. Links for these policies are below:

Wix.com: <https://www.wix.com/about/privacy>

Easy Web: <http://www.easywebgroup.co.uk/privacypolicy/>

Online Forms

If you fill out a website form on our website a notification email is sent to the relevant person within LIM and a copy may be stored within the website database. Any data stored locally (within the website) is not accessible by visitors to the website.

Marketing

We would like to send you business updates and on products or services of ours and other partner companies in our group which may be of interest to you. If you have consented to receiving marketing, you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes or giving your information to other group companies.

If you no longer wish to be contacted for marketing purposes, please email:

dataprotection@legalim.co.uk







Your Rights and Consent

LIM will always obtain **consent** for the processing of your **personal data**. It is important to LIM that you are clear on what information we collect and why we collect it and if you have any questions, please contact us to discuss this further.

You can withdraw your **consent** at any point by notifying LIM via email:

dataprotection@legalim.co.uk

Data protection legislation grants you as the **data subject** certain rights. For your information, we have summarised your rights below:

-  To be informed about what data is held about you and how we process your data.
-  Provide you with a copy of the **personal data** that is held about you.
-  To have any incorrect data held about you rectified.
-  Restricting or objecting to the processing of your data in certain ways.
-  To be forgotten if there is no longer any legal basis for the data to be held.
-  Withdraw **consent** for the processing of your data.

Processing and keeping your data

There are no automated decisions made in the use of our website.

We use your **personal data** to respond to any query that you raise via our website and to manage your session whilst using our website. We analyse all information produced from the site to determine what is most effective about our online presence, in order to help us identify ways to improve it. We may also use data for other purposes. However, we would inform you of this at the point we collect the information.

LIM has a legitimate purpose for processing your data in this way and ensures that only sufficient information for this purpose is collected.



Personal data is only kept for as long as it is necessary and only for the purpose for which it was originally collected.

Your **personal data** may also be used to send you information, via SMS messages, through our SMS provider. The SMS provider may process your personal data, and you should refer to its privacy policy for details on how it uses your data, which can be located:

<https://www.intellisoftware.co.uk/company-information/>

Sharing your data

The **personal data** that LIM collects may be shared with the following third parties:

-  The website host.
-  SMS provider.

LIM will not process your **personal data** with any organisation which is outside of the European Economic Area. This may be different for the website host and you should refer to the website host's Privacy Policy for information about where and why they share your data.

Controlling your data

Should your data need updating, this can also be done at any point by contacting LIM.

You have the right to access any **personal data** that is being kept about you in whatever form. Any person who wishes to exercise this right should make a request to LIM for the information that they want access too. LIM aims to comply with requests for access to **personal data** as quickly as possible. All requests will be dealt with in line with the timeframes set down by current data protection legislation.

If you would like to raise any concerns about that way that LIM is processing your data, restrict the processing of your **personal data**, any automated decision making, or wish to be forgotten, please contact LIM via email to discuss this request:

dataprotection@legalim.co.uk

If you are unhappy

Should you be dissatisfied with the manner in which LIM is handling your **personal data** you have the right to refer any concerns to the Information Commissioners Office:

England

Information
Commissioner's Office
Wycliffe House
Water Lane

Scotland

Information
Commissioner's Office
45 Melville Street
Edinburgh

Wales

Information
Commissioner's Office
2nd Floor
Churchill House

Northern Ireland

Information
Commissioner's Office
3rd Floor
14 Cromac Place

Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local
rate) or 01625 545 745
(national rate)

Email:
casework@ico.org.uk

EH3 7HL

Tel: 0131 244 9001

Email:
scotland@ico.org.uk

Churchill Way
Cardiff
CF10 2HH

Tel: 029 2067 8400

Email:
wales@ico.org.uk

Belfast
BT7 2JB

Tel: 0303 123 1114 (local
rate) or 028 9027 8757
(national rate)

Email:
ni@ico.org.uk