

Privacy Policy

WDS Associates Legal Services Ltd is committed to protecting your privacy.

Information about us

WDS Associates Legal services Ltd

Registered in England under company number 05398796

Registered address: 255 Two Mile Hill Road, Kingswood, Bristol, BS15 1AY.

What does this policy Cover?

This Privacy Policy sets out the basis of how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) 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.

What are my rights?

Under the GDPR, 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.

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 have.

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 data portability. This means that, if you have provided personal data to us directly, we use 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.

What personal data do you collect?

We may collect some or all of the following personal data:

Name

Address

Email address

Telephone number

Business name

Job title

Profession

Payment information

How do you use my personal data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

Providing and managing your account.

Supplying our services to you. Your personal details are required in order for us to enter into a contract with you.

Personalising and tailoring our services for you.

Communicating with you. This may include responding to emails or calls from you.

Supplying you with information by email and post that you have opted-in to (you may unsubscribe or opt-out at any time by emailing: info@wdsassociates.co.uk)

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone and post with information and news on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

How long will you keep my personal data?

We will only hold your personal data for no longer than is necessary in light of the reason(s) for which it was first collected – unless you request for the information to be deleted sooner.

Do you share my personal data?

We may contract with third parties to supply services to you. These may include, email, payment processing, delivery and marketing. In some cases, those third parties may require access to some or all of your personal data that we hold.

If any of your personal data is required by a third party, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

How can I access my 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 subject access request. All subject access requests should be made in writing and sent by email or post.

We aim to provide a complete response, including a copy of your personal data within one month. In some cases, however, particularly if your request is more complex, more time may be required. You will be kept fully informed of our progress.

How do I contact you?

To contact us about anything to do with your personal data, please contact us by email to info@wdsassociates.co.uk

Changes to this Privacy Policy

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website.