

## Privacy policy

This privacy policy applies between **you**, the **User** of this Website, or **Recipient** of our newsletters and Dylan Miles Ltd, the owner and provider of this Website. Dylan Miles Ltd takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this privacy policy carefully.**

### Definitions and interpretation

1. In this privacy policy, the following definitions are used:

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<b>Data</b>	collectively all information that you submit to Dylan Miles Ltd via the Website, Newsletter and through sharing of contact details in the normal course of business. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998;
<b>Dylan Miles Ltd, or us</b>	Dylan Miles Ltd, a company incorporated in England and Wales with registered number 10907683 whose registered office is at Menzies LLP, Lynton House 7-12 Tavistock Square, London, WC1H 9LT;
<b>User, Recipient or you</b>	any third party that makes an enquiry through the Dylan Miles Ltd website, or receives the newsletter and is not either (i) employed by Dylan Miles Ltd and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Dylan Miles Ltd;
<b>Website</b>	the website is either, <a href="http://www.dylan-miles.com">www.dylan-miles.com</a> , or <a href="http://www.dylan-miles.co.uk">www.dylan-miles.co.uk</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

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2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;

- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

### **Scope of this privacy policy**

- 3. This privacy policy applies only to the actions of Dylan Miles Ltd and Users with respect to this Website and Newsletter marketing. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

### **Data collected**

- 4. We may collect the following Data, which includes personal Data, from you:
  - a. Name
  - b. Contact Information (such as email addresses and telephone numbers);
  - c. in each case, in accordance with this privacy policy.

### **Our use of Data**

- 5. For purposes of the Data Protection Act 1998, Dylan Miles Ltd is the "data controller".
- 6. Any static Data you submit will be added to our Contacts database.
- 7. Unless we are obliged or permitted by law to do so, your Data **will not be disclosed** to any third parties. This includes our affiliates and / or other companies within our group.
- 8. All personal Data is stored securely on company files, encrypted with password protection, in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (**Security**).
- 9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping;
- b. transmission by email of promotional materials that may be of interest to you (e.g. Newsletter);

in each case, in accordance with this privacy policy.

### **Third party websites and services**

10. Dylan Miles Ltd may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services **do not have access to any** personal Data provided by Users of this Website.

### **Links to other websites**

11. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

### **Changes of business ownership and control**

12. Dylan Miles Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Dylan Miles Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

13. We may also disclose Data to a prospective purchaser of our business or any part of it.

14. In the above instances, we will take all steps to ensure your privacy is protected.

### **Controlling use of your Data**

15. We always intend to ensure our Marketing efforts are as focussed and relevant as possible. However, if at any point you feel that you no longer want to hear from us, you have two options

available to you;

16. **Newsletter;** at the bottom of each newsletter, you will be given an option to Unsubscribe. If you choose this option, we will follow the instruction, deleting you from our mailing lists and deleting your records from our contact database permanently.
17. **Specific Request;** following the implementation of GDPR on Friday 25<sup>th</sup> May 2018, we are happy to facilitate any of your rights under that regulation;
- a. *'right of access'* – at your request, we will show you all data and personal information we hold for you
  - b. *'right to rectification'* – if your personal data is inaccurate or incomplete, you are entitled to ask that we correct or complete it
  - c. *'right to erasure'* – at your request, we will permanently delete all personal data which we hold for you
18. Other rights cited under the GDPR (such as the right to restrict processing, the right to data portability, the right to object and the right to withdraw consent), have limited practical application to the way in which we store and process your data
- a. *'right to lodge a complaint with the data protection authority'* – if you have any complaints about the way we have handle your personal data, you are entitled to lodge a complaint with the UK data protection authority (the Information Commissioners Office)
19. If you wish to exercise any of these rights, please contact us using the Contact's page on the Website or directly emailing [info@dylan-miles.com](mailto:info@dylan-miles.com).

## Security

20. Data security is of great importance to Dylan Miles Ltd and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.
21. If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.
22. We endeavour to do our best to protect your personal Data. We will never ask for your bank details or any other personal data, either over email or through our Newsletter. Where purchase and sales are agreed, we will only accept and send bank details via end-to-end encrypted messaging services.

## General

23. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.



24. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
25. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

### **Changes to this privacy policy**

26. Dylan Miles Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. We will notify all persons of any changes to our privacy policy, via our Newsletter email, with a link to the Privacy policy accessible to all on the website homepage. You are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Dylan Miles Ltd by email at [info@dylan-miles.com](mailto:info@dylan-miles.com).

**25 May 2018**

### **Credit**

These terms and conditions were created using a document from Rocket Lawyer (<https://www.rocketlawyer.co.uk>).