

# Privacy notice

PORTER  
DODSON

<b>Who we are</b>	We are Porter Dodson LLP, a limited liability partnership incorporated in England & Wales. We are a 'data controller' under Data Protection law.
<b>How you are protected</b>	<b>Legal &amp; regulatory protection</b> <ul style="list-style-type: none"><li>You are protected by the law and by our professional duty of confidentiality.</li></ul> <b>Our commitments</b> <ul style="list-style-type: none"><li>We take seriously your privacy and the security of the information we hold about you.</li><li><b>We will never sell or share your personal information outside Porter Dodson for marketing purposes.</b></li></ul>
<b>Obtaining data about you</b>	<b>What we obtain and from where</b> <ul style="list-style-type: none"><li>We will obtain a variety of information about you, mostly directly from you but sometimes from others involved in the work. We ask only for what we need and use it in limited ways.</li></ul> <b>Our reasons</b> <ul style="list-style-type: none"><li>Most of the information we obtain is needed to be able to do work you have asked us to do (or quote for), or to fulfil our legal/regulatory obligations.</li><li>We may process your personal information for our own purposes, such as for administrative reasons, or to promote our services to you (see 'Marketing' below).</li><li>We will be happy to justify to you why we need any piece of information about you and what we are going to do with it.</li></ul>
<b>Sharing your data with others</b>	<b>Sharing only if we need to</b> <ul style="list-style-type: none"><li>We only share information about you if we need to, or if the law requires it.</li></ul> <b>Examples</b> <ul style="list-style-type: none"><li>Our privacy policy contains examples of the types of organisations with whom we may need to share information about you.</li></ul> <b>Marketing</b> <ul style="list-style-type: none"><li>We will tell you about other services if it is in your best interests to do so.</li><li>We may tell you about any of our services (or those provided by others) if we believe they may be relevant or of interest to you.</li><li><b>We will never sell or share your personal information outside Porter Dodson for marketing purposes.</b></li><li>You can tell us at any time if you do not want to receive marketing information from us.</li></ul>
<b>Keeping your data</b>	<b>At least 7 years</b> <ul style="list-style-type: none"><li>We will keep information about you for at least 7 years (in electronic and paper form).</li></ul>
<b>Other</b>	<b>Contacting us</b> <ul style="list-style-type: none"><li>We have a Data Privacy Partner, who can be contacted at Porter Dodson LLP, The Quad, Blackbrook Park Avenue, Taunton TA1 2PX or emailed: <a href="mailto:dataprotection@porterdodson.co.uk">dataprotection@porterdodson.co.uk</a></li></ul> <b>Your right to complain</b> <ul style="list-style-type: none"><li>You can make a complaint to us by contacting the Data Privacy Partner. A copy of our complaints procedure is available on request and can also be found on our website. If you remain dissatisfied following our investigation, you can make a complaint to the Information Commissioner's Office (ICO, <a href="http://www.ico.org.uk">www.ico.org.uk</a>).</li></ul> <b>Other rights</b> <ul style="list-style-type: none"><li>The law gives you other rights, so you can be in control of the information you provide. Further details are in our privacy policy (and are available from the ICO).</li></ul>

This notice is intended for clients and potential clients. We use the term 'data' to mean any information about you which we obtain (either directly from you or from other sources).

## Need to know more?

Further details can be found in our privacy policy – see our website or ask us for a copy.