

Provenance Legal Limited is committed to safeguarding the privacy of visitors to its website and to using your personal information in accordance with all applicable laws concerning the protection of personal information. We do not want to do anything with your personal information that you wouldn't reasonably expect. In this privacy notice, we have set out the information we collect, how we use it and share it, how we keep it secure and what rights you have in respect of your personal information.

1. The information we collect

You may visit our site anonymously and are not required to provide any personal information on this website, however, you may choose to do so by completing the contact us section on the website. We may also obtain personal information from your IP address, operating system and web browser that you use to access our website. You may also provide us with personal information if you contact us by email, telephone or letter.

2. How we use your information

We will only use your personal information to (a) conduct administrative or operational processes within our business;(b) process and respond to requests, enquiries or complaints received from you;(c) provide services requested by you; (d) identify services you may be interested in; (e) communicate with or market to you about our services;

3. Using your information for Marketing Purposes

We will not send you marketing if you ask us not to. If you have agreed to receive marketing but then later change your mind and no longer wish to receive marketing, please let us know so we can remove you from our distribution lists. You can contact us on info@provenancelegal.com.

4. How and why we share your information

Please note that we may on occasion team up with other legal consultants or lawyers to provide you with legal services that you have requested. However, we have taken and will continue to take steps to ensure that all such entities or persons keep your personal information confidential and secure and only use it for the purposes that we have specified and have informed you of. In relation to any other third parties, we will only disclose your information where you have given your consent or where we are required to do so by law, or where it is necessary for the purpose of, or in connection with legal proceedings or in order to exercise or defend legal rights.

5. IP addresses

When you visit our website, our server will record your IP address together with the date, time and duration of your visit. An IP address is an assigned number, similar to a telephone number, which allows your computer to communicate over the Internet. It enables us to identify which organisations have visited this website. We may use this information to compile statistical data on the use of our website to track how users navigate through our site in order to enable us to evaluate and improve our site.

7. Security

We use data storage and security techniques to protect your personal information from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss. However, the transmission of information via the internet is not completely

secure. Although we will do our best to try and protect your information, we cannot guarantee the security of your information transmitted to our website; any transmission is at your own risk.

8. Your rights

You are entitled to view, amend or delete the personal information we hold about you. You should send your request by writing to us using the contact details below. We may require further information from you in order to verify your identity before disclosing any personal information to you. You also have the right to have any inaccurate information about you corrected. We want to make sure that your information is accurate and up to date. You may ask us to correct or remove any information that you think is no longer up to date. Please contact us using the contact details below if you would like any corrections made to your information.

9. Changes

We may change our privacy policy from time to time so please check back periodically. This Privacy Policy was last updated in April 2018.