

Website Terms of Business

This website privacy policy sets out how we at Gill Jennings & Every LLP (“GJE”) use and protect any information that you give us when you use our website www.gje.com. Our full Privacy Policy which more fully describes our data protection relationship with you is available [here](#).

By using this site you acknowledge that you have read and accepted these terms and this policy. If you do not agree with these terms, you must stop using the site immediately.

GJE, as the data controller of any personal data you submit when using this site, is committed to ensuring that your privacy is protected. We comply with all relevant Data Protection legislation and in particular the General Data Protection Regulations 2016, and the Privacy and Electronic Communications (EC Directive) Regulations 2003. If we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. Please also see our [Cookie Policy](#), through which we collect some personal data, and which gives you details of how you can remove such data from our records.

This policy is effective from 25 May 2018. We may update this policy from time to time. You should check this page from time to time to ensure that you are happy with any changes.

What we collect

We will collect usage data from your use of our website, as explained in our [Cookie Policy](#).

In addition, we may collect other information which you supply when making enquiries or completing surveys or making requests for further information through our website. All such data can only be provided by you at the time you complete any forms on our website.

The data we collect may include the following generic types, which we use to:

- Identify you, and so includes first name, last name, or username
- Contact you, such as postal addresses, emails and telephone numbers
- Market to you, which includes your preferences in terms of collateral, sector information or general IP knowledge
- Assess your suitability for interview, where you apply for roles with us through our Recruitment Portal.

Our lawful basis for using your data

We will use the data you have supplied through your use of this website when:

- We consider it necessary to process your personal data in order to perform our contract with you to acquire and defend your IPR and the Rights of third parties
- We have a binding legal obligation to comply with statutory or other requirements
- We consider it in our joint legitimate business interests
- We have your specific, informed and unambiguous consent to use your data.

What we do with the information we gather

We may use the personal data provided to us either by yourself or your employer to advise on, obtain, maintain and defend your Intellectual Property Rights and the Rights of third parties, as appropriate.

We may also use your data where appropriate for the following reasons:

- For internal record keeping
- To improve our products and services
- To periodically send promotional emails about new products, special offers or other information which we think you may find interesting
- From time to time for market research purposes.
- From time to time, we may also use your information to contact you for market research purposes.

We may contact you by email, phone, fax or mail, depending on your preferences. We may use the data obtained to customise our website according to your interests.

Measures to keep your data safe

We employ appropriate physical, technical, organisational and managerial measures to help protect your personal data against loss and unauthorised access. We regularly review our security policies and procedures to ensure our systems are secure and protected.

We have put in place procedures to manage any data breaches, and if any occur will report to you and the Information Commissioner's Office ("ICO"), in accordance with our data protection obligations.

We will not sell or lease your personal information to third parties.

Links to other websites

Our website may contain links to other websites of interest. We do not have any control over those websites and so will not be held responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your choices and rights

You may choose to restrict the collection or use of your personal information. If you have previously agreed that we may use your personal information for direct marketing purposes, you may change your preferences or unsubscribe altogether at any time by clicking this link which will take you to your marketing preferences page.

If you believe that any data we are holding on you is incomplete or incorrect, please contact us as soon as possible. We will promptly correct any data found to be incorrect.

You can object to certain personal data being processed or ask that processing be limited.

You have the right to have your data transferred to another data controller.

In certain circumstances, you have the right for your personal data to be erased (the right to be forgotten), although it may be impossible to exercise that right in full where we have a legal obligation to retain those data, or for the establishment, exercise or defence of legal claims.

Please note that the limitation or deletion of your personal data may mean that we will be unable to provide you with the information and services described above.

You may request details of personal information which we hold about you by contacting us. Please head your correspondence "Data Subject Access Request". We may undertake additional checks to ensure your data is not shared with anyone else. We are obliged to respond to your request within one month of the receipt of your request.

For more information about your rights, contact The Information Commissioner, at www.ico.org.uk

How to contact us

If you have any questions about how we process your personal data, please feel free to contact us at dataprotection@gje.co.uk

If you want to exercise any of your rights under the General Data Protection Regulations 2016, please contact us at the above address, or write to The Data Protection Officer at the address below.

If you are dissatisfied with the way we process your personal data, please write to The Managing Partner at the following address.

Gill Jennings & Every LLP

The Broadgate Tower

Primrose St

London

EC2A 2ES

If you are still dissatisfied with the way we have processed your data after we have responded to you, you may contact the Information Commissioner's Office directly.