

Hunter Adams – Privacy Policy

Hunter Adams are registered as a Data Controller with the Information Commissioner's Office under registration number ZA361150. We are responsible for the personal information we process and for ensuring our systems, processes, suppliers and HA people comply with data protection laws in relation to the information we handle.

We regularly review our Privacy Policy to ensure we continue to protect the privacy of our clients and visitors. We may update our Privacy Policy at any time and any changes made will be posted on our website. Therefore, we would encourage you to regularly visit and review the details. If you have any queries in relation to how we use your personal information, please contact team.admin@hunteradams.co.uk.

WHAT INFORMATION DO WE COLLECT?

IP Addresses

When you visit our website, your IP address which identifies your computer when connected to the internet, will be automatically logged by our server which is located in our Aberdeen office.

Cookies

A Cookie is a piece of information that is stored on your computer's hard drive, we use information from cookies to analyse the traffic on our website and help us understand how individuals use the site, as well as tracking any patterns which may emerge. This can help us to develop and improve our website and services in response to what our visitors want and need.

Social Media

Our website offers the possibility of sharing content on social media channels, e.g. Facebook. The respective social media provider will directly gather Personal Information only after you click on the corresponding sharing button. Please refer to the privacy policy of the social media provider to learn more about what Personal information is collected and used.

Website Visitors

No personal information has to be given in order to navigate around the Hunter Adams website. However, any information which you choose to provide via the website will be added to our marketing database and used by us for administration of our contact and client information and for marketing our services and events to those whom we believe will have an interest in these. On occasion it is possible that these messages will contain input from other companies or organisations with whom Hunter Adams is working.

Hunter Adams may also store and use personal information which you have provided on the website or during communications with us, during relationship management activities, provision of services and commercial administration.

We may share your personal information with service providers where this is required in order to provide the full service you require i.e. legal advice, however this will only be done where appropriate contracts are in place confirming adequate security and protection of data.

Prospective Clients

We may collect personal information from publicly available sources such as press articles and industry communications, in relation to how our services may benefit organisations. This information will be added to our Customer Relationship Management system and used to make contact in relation to specific support services we could provide.

You can request that we stop sending any marketing information at any time by emailing us at team.admin@hunteradams.co.uk or by writing to us at the Aberdeen office.

LAW ENFORCEMENT

Hunter Adams may be obliged to provide personal information to law enforcement officials during the investigation of any alleged unlawful activities and we shall have no legal liability for disclosures of this kind.

KEEPING DATA UP TO DATE OR REQUESTING DELETION

Please help us to ensure the personal information you have provided remains up to date by informing us of any changes, or, if at any time you wish to request that your personal information be removed, please email the details of your request to team.admin@hunteradams.co.uk or send the details in writing to our Aberdeen office address.

Where deletion of details is requested, please note that there may be a requirement to retain some data in relation to any particular services which you may ask us to provide.

ACCESS TO DATA

If you would like a copy of any personal information we hold about you, please contact our Aberdeen Office to request a Subject Access Request Form, fully complete the form and return it to team.admin@hunteradams.co.uk

JOB CANDIDATES, CURRENT & FORMER HUNTERADAMS EMPLOYEES

Hunter Adams is the Data Controller for information you provide during any recruitment process or during employment. A specific Privacy Notice is issued to all Applicants and is available to view on the Career Opportunities page of <https://hunteradams.co.uk/career-opportunities/>. Privacy Notices are made available to employees on or at offer of employment stage and throughout their employment, whenever they are updated.

BASIS FOR PROCESSING DATA

Where you are discussing the potential of Hunter Adams providing services to you, or where we are already providing services, we hold certain data in order to enter into and/or perform the contract with you.

Legitimate Interest: Hunter Adams may send information to clients or prospective clients based on our belief that the information being provided will be of interest.

FOR MORE INFORMATION

Hunter Adams endeavours to meet the highest standards when collecting and using personal information. For this reason, we encourage individuals to bring to our attention, any collection or use of information which they believe is unfair, misleading or inappropriate.

This Privacy Policy is drafted with brevity and clarity in mind and does not provide an exhaustive list of all aspects of Hunter Adams collection and use of personal information. However, if any additional information or explanation is required, we are happy to provide this and relevant requests should be sent in writing to team.admin@hunteradams.co.uk with 'Privacy Request' in the subject line.

However, if you feel that any issue raised has not been adequately addressed, you can contact the Information Commissioner's Office at www.ico.org.uk.