

PRIVACY POLICY

How we use your information

La Ronde Wright is committed to protecting your privacy. This privacy statement informs you in what to expect when you provide personal data to La Ronde Wright, it applies to information we collect about:

Visitors to our website;

Complaints and others involved in the case;

Job applicants, current and former employees.

Information collected is used in the following ways:

To ensure that our site is presented in best way for you and your device;

To carry out any obligations pertinent to any contract entered between a client and La Ronde Wright;

To provide you with information or services that you request from us or that we feel may interest you, where you have provided consent to be contacted for such purposes;

We never disclose or sell personal information about individuals to advertisers or for any marketing purpose.

Visitors to our website

When anyone visits www.larondewright.co.uk we will not make any attempt to identify them. If we do wish to collect personally identifiable information 'on our website, this will be made abundantly clear. We will also be transparent about what we intend to do with your personal information.

People who email us

All emails sent to us along with their attachments, may be monitored and used by us for security purposes and for checking compliance with office policy. We may also employ email monitoring or blocking software. Please be conscious of the fact that you have a responsibility to ensure that any email you send to us is within the confines of the law.

People who make a complaint

When we receive a complaint, we will compile a file with details of the complainant and any other persons involved. We will only use this information to process the complaint and check the level of service that we provided.

People who submit enquiries to us

When an enquiry is submitted to us the information provided will be used to process the enquiry.

We will retain personal information such as names and email addresses for contacting purposes. Individuals retain the right to opt out of these communications by contacting us.

Job applicants, current, and former employees

When an individual applies to work at La Ronde Wright, we will only use the information they provide us with to process their application. If we want to disclose this information to a third party, for example when checking your criminal record, we will not do so without informing them before hand, unless the check is required by law.

Once an individual has accepted a job with La Ronde Wright, a file will be compiled relating to their employment. This file will be kept secure and only used for matters concerning the individual's employment.

Disclosure of personal information

Personal data will not be shared with third parties without the individuals consent. There are circumstances in which personal information can be shared without consent for example, if there is an ongoing investigation into a suspected crime.

Access to personal information

La Ronde Wright will give people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the general data protection regulation. If we do hold information on you, we will:

Give you a description of it;

Tell you why we are holding it;

Let you have a copy of the information;

Any request made for an individual's personal information must be made in writing and either addressed to La Ronde Wright or by email.

The request can be dealt with informally by providing the information over the phone, with your consent. We will happily rectify any mistakes in your personal data, upon your request.

If you have any issues accessing your personal information you have the right to lodge a complaint with the ICO.

Your rights:

Right to rectification

- The right to request us to rectify any incorrect personal data

Right to object

- The right to object to processing based on public interest or a legitimate reason

Right to be forgotten

- You have the right to have all personal data erased with any unnecessary delay. Erasure will be ensured dependent on one of the following:
 - the data is no longer required by La Ronde Wright;
 - you have withdrawn your consent (Where consent was the legal basis allowing us to process);
 - We have no overriding grounds for continuing processing against the objectification;
 - processing was unlawful. In all of these cases your personal data will be erased in accordance with EU law.

Right to Restrict Processing

- You have the right to restrict processing if;
 - The accuracy of the data is contested;
 - Processing is unlawful;
 - We no longer need the data for its original purpose but need it for legal purposes.

Right of Data Portability

You have the right to receive a copy of your data in a commonly used machine-readable format.