

## PRIVACY POLICY

Ken MacDonald & Co is committed to preserving the privacy of our clients and website visitors.

Ken MacDonald & Co collects data from you when you request services or otherwise provide us with your personal details such as your name, address, email address or other contact details.

We will only use your data to supply you with the services and information which you have requested.

We may contact you by post or telephone as well as by email. If you change your mind about being contacted in the future by any of these means, then please let us know.

All information which you provide to us is stored on computers with industry standard anti-virus, firewall and password protection in place. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted on line or through our website. Any transmission is at your own risk. Once we have received your information we use strict procedure and security features to prevent unauthorised access.

We process all data in accordance with the EU General Data Protection Regulations. We may disclose your data to other third parties who act for us in order to provide the information or services which you have requested. Unless required to do so by law, we will not otherwise share, sell or distribute any of the data you provide to us without your consent.

You have the right to ask for any of the data held by us in our records. You also have the right to correct any inaccuracies in your data or delete your data.

If you have any queries or concerns regarding the use of your data or this policy then please contact [enquiries@kenmacdonaldllawyers.co.uk](mailto:enquiries@kenmacdonaldllawyers.co.uk)

If we are unable to resolve any issue to your satisfaction, you have the right to complain to the Information Commissioner's Office. Contact information may be found at <https://ico.org.uk/global/contact-us/>