



Privacy Policy

References to certain words and phrases can be found in our Terms and Conditions on the website.

1. Data Protection and the Firm's Privacy Policy

1.1. The Firm takes data protection seriously and safeguarding the privacy of the Website visitors is important to us. This privacy policy explains how we use any personal information we may collect when you visit the Website. It also explains our use of cookies and tells you how to contact us if you have any queries about how we use your personal information. In using the Website or by registering for any of the specific services we offer through it you are indicating that you understand and accept that your personal information may be used by us in the manner described below.

1.2. Links with other websites

1.2.1. This Privacy Policy only relates to the Website. Any links from the Website to other websites are provided merely for your convenience and do not imply endorsement by us of the content or provider.

1.3. Information collected and how we use it

1.3.1. When you access or sign up to any of the Firm's services including newsletters, bulletins, competitions, webinars etc., we may collect and process personal information such as your name, address, telephone number, email address and other information relating to you.



1.3.2. We will store and use your personal information for purposes such as administering and maintaining our relationship with you; providing services or information requested by you; providing you with further information about our products and services; and for auditing usage of the Website. Your information will not normally be disclosed to third parties except where that is necessary for fulfilment of our obligations to you or we are obliged or permitted to do so by law.

1.4. The Firm does not use any web intelligence software or collect any personal data about users of the Website other than aggregated data which is used to help the Firm improve the quality of the Website. No information about you is stored by us or transmitted by us to any third party.

1.5. Marketing

1.5.1. Occasionally we may contact you with information we think may be of interest to you such as details of events or competitions hosted by the Firm. If you prefer not to receive such promotional material, please notify us by sending an email to [info @100percentclaims.co.uk](mailto:info@100percentclaims.co.uk).

1.6. Use of your information outside the European Union

1.6.1. In order to provide you with requested products and services we may need to transfer your personal information to service partners based in countries outside the European Economic Area (EEA). This does not diminish your rights. The Firm will take all reasonable steps necessary to ensure that any personal information transferred outside the EEA will be treated securely and in accordance with this Privacy Policy.



1.7. Security

1.7.1. The Firm has policies and technical measures in place to safeguard and protect your personal information against unauthorised access, accidental loss, improper use and disclosure. However, the internet is not completely secure and though we will do our best to protect your personal information the transmission of your data to us is done so at your own risk.

1.8. How we use cookies

Our online services use cookies, a small text file originating from us and stored by your computer. The cookie file helps identify you and any particular interests or preferences you express, making your future Website visits more efficient, but it does not store any personal information. Save for the use of cookies, we do not automatically log data or collect data. You can set your computer browser to reject cookies but this may preclude your use of certain parts of our Website.

1.9. Your rights

1.9.1. You have a right of access to any personal information that the Firm may hold about you (we may charge a small administrative fee for this); to have any inaccurate information about you corrected; and to request that we stop using your personal information for marketing purposes. Access requests should be put in writing and addressed to the Data Protection Manager at our registered office.



2. Email Policy

2.1. The views and opinions expressed in any email from the Firm are those of the author and are not necessarily endorsed by the Firm.

2.2. All information contained in any message or attachments is intended solely for the addressee. It is confidential and may also be legally privileged. If you have received this message in error, please send it back to us, and immediately and permanently delete it. The unauthorised use, disclosure, copying or alteration of this message and/or any attachment is strictly prohibited.

2.3. It is your responsibility to scan for viruses or otherwise check any email and any attachments. All email messages and any attachments are scanned for viruses prior to leaving our network. However, the Firm does not guarantee the security of any message or any attachments and will not be responsible for any damages arising as a result of any virus being passed on or arising from any alteration of any message by a third party.

2.4. We may monitor emails sent to and from our network.

2.5. If you require verification of the content of any email message and/or attachment, or if you have any questions about this policy or our usage of email, please contact us at our offices or by sending an email to info@100percentclaims.co.uk.