

Terms and Privacy Policy

This is the terms and privacy policy of H C Solutions Limited t/a High Court Solutions. In this document, "we" or "us" refers to High Court Solutions.

We may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes.

In accordance with the Data Protection Act 1998 H C Solutions Ltd t/a High Court Solutions is registered with the Information Commissioners Office as the data controller under registration no Z3603724. Our nominated representative for the purposes of the DPA is David Brason.

This policy is effective from 18 March 2013

We are extremely concerned to protect your privacy and confidentiality. We understand that all users of our site are quite rightly concerned to know that their data will not be used for any unintended purpose and will not accidentally fall into the hands of a third party. Our policy is both specific and strict. It complies with UK law and with the laws of all jurisdictions of which we are aware. It is our policy to do all that is reasonably practicable to ensure the confidentiality and integrity of such information. If you think our policy falls short of your expectations or that we are failing to abide by our policy, do please tell us. Except as set out below, we do not share, or sell, or disclose to an unrelated third party, any personally identifiable information.

The services that we provide, includes the use of personal and sometimes sensitive information. This information may relate to our customers, clients, claimants, defendants and employees, complainants and enquirers, suppliers, advisers and other professional experts/bodies.

Types of Information We Collect

We collect and process information relating to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- business activities of the person whose personal information we are processing
- goods and services provided
- financial details
- education details
- employment details

We also collect and process sensitive classes of information that may include:

- physical or mental health details
- offences and alleged offences
- racial or ethnic origin
- religious or other beliefs of a similar nature

We only collect information that is relevant to our services and necessary to identify you.

Why Do We Collect This Information

We collect and process personal information to enable us undertake our legal duties, to provide consultancy and advisory services, to promote our services, to maintain our own accounts and records and to support and manage our employees. It may also be necessary in certain circumstances to verify your identity for security purposes and Proceeds of Crime Act 2002.

Security

To protect information and prevent unauthorised access or disclosure, we have initiated various physical and electronic controls. However, you should be aware that by using our Website and its related services, your information will pass through third party infrastructures that are not under our control.

Unfortunately, the internet is not a completely secure environment. Therefore, we are unable to guarantee that hackers or unauthorised persons will not gain access to your personal information despite our best efforts.

As Internet communications are capable of data corruption, High Court Solutions does not accept any responsibility for changes made to any email messages after being sent. Please note that High Court Solutions does not accept any liability or responsibility for viruses and it is your responsibility to scan attachments (if any). Opinions and views expressed in an e-mail are those of the sender and may not reflect the opinions and views of High Court Solutions.

Cookies

We use analytical cookies to track site usage and trends. A cookie is a small data file, downloaded to a device when a user accesses a certain website. You can remove or block cookies using settings in your internet browser, but in some cases doing so may impact your ability to use our website. For more information about cookies you can visit www.allaboutcookies.org. We do not store unencrypted personally identifiable information in the cookies.

Disclosure of Personal Information

We take your privacy, and our relationship with you, very seriously, and we do not sell, rent, or otherwise provide your information to unauthorised third parties, other than as described in this Policy or with your consent.

The information we collect from you is not transferred to, or stored at, a destination outside the European Economic Area ("EEA").

Controlling Your information

You may request details of the personal information we hold about you under the DPA. If you make such a request, a small fee may be payable. If you wish to exercise your right to this then please make a formal request using the Contact Us page or alternatively

If you believe any of the information we hold on you is incorrect or incomplete, please let us know as soon as possible. We will update, correct or remove any information found to be incorrect.

Card Payments

Our Office does not retain any financial card details when you make a payment. Entries are made on a secure page on the website of KEYIVR Limited. That page may be dressed in our "livery", but it is not controlled by us.