

Privacy Policy

Introduction

We protect personal data in accordance with the requirements of the General Data Protection Regulation (GDPR). The GDPR requires data controllers such as ourselves to document our lawful basis for processing personal data. It also gives you rights over how your data is processed. This privacy policy explains the data we collect, why and how we process it, and how to exercise your rights.

Data controller

The data controller is Craske & Co., who can be contacted by post at Queensgate House, 48 Queen Street, Exeter, EX4 3SR, United Kingdom.

Lawful basis for processing

This privacy policy documents our lawful basis for processing personal data. Where we rely on your consent to process your data, we explain how you can withdraw your consent and delete your data.

Individual rights

The GDPR gives you rights over how your personal data is processed. You can exercise your rights by contacting us.

Data collected

If you contact us by email, telephone, letter or in any other way we may collect and record your name, e-mail address, home address, business address, and any contact telephone numbers. We do not collect any personal data through our web site.

You can delete any of this information by contacting us with your request. But please note that doing so may prevent us from informing you about any important matters affecting your intellectual property and may result in loss of rights.

Security

The GDPR requires us to implement appropriate measures to protect personal data. All data collected is stored on a personal computer (PC) and in paper files. We implement various technical and security

measures to prevent third party access to our PCs. Paper files are stored securely under lock-and-key. When personal data is no longer required for the purposes for which the data is processed we delete the data from our PCs and destroy paper files by burning after any statutory retention period.

Disclosure

Instructing us to obtain protection for intellectual property implies consent to transmit certain personal data to various intellectual property offices and professional associates in order to meet formal registration requirements imposed by local registration authorities. We do not generally disclose private telephone numbers or email addresses, nor do we disclose home addresses where an alternative business address can be provided.

We verify the identity of any individual who requests access to data and if it seems appropriate we may seek your consent before granting access.

On occasions we may be obliged to disclose data for legal reasons. We may also be obliged to disclose data if we receive a request from an appropriate authority.

To be clear, we do not sell personal data, nor do we pass on any personal data to third parties for any purpose other than the lawful basis upon which we process personal data as set out in this document.

Cookies

Cookies are small pieces of text that are stored by a web browser. Our web site does not use cookies.

Data collected by third parties

We do not use any third parties to collect data on our behalf.

29 May 2018