



ALBRIGHT IP LIMITED

PRIVACY POLICY

1. Introduction to Privacy Policy

- 1.1 Albright IP Limited whose registered office is at County House, Bayshill Road, Cheltenham, Gloucestershire, GL50 3BA is committed to ensuring that your privacy is protected and Albright IP is compliant with the EU General Data Protection Regulations (GDPR). This privacy policy ('Privacy Policy') explains how Albright IP uses the information Albright IP collects about you and the procedures that Albright IP has in place to safeguard your privacy.
- 1.2 This policy replaces all previous policies and is correct as of 25 May 2018.
- 1.3 Should you have any queries relating to this policy, please contact our data protection officer, Robert Games on 01242 691801 or email on rgames@albright-ip.co.uk stating GDPR Data Request in the title to enquire about any aspect of these rights including accessing the data we hold about you. Alternatively, you may write to Albright IP, County House, Bayshill Road, Cheltenham, Gloucestershire, GL50 3BA.

2 . Data Protection Principles

When processing your information, we will ensure that your personal data is:

- processed lawfully, fairly and transparently,
- processed for specified, explicit and legitimate purposes,
- adequate, relevant and not excessive,
- accurate and up-to-date (subject to you keeping us informed),
- kept for no longer than is necessary, and
- processed in a manner than ensures appropriate security.

Please note that for IP protection in countries outside the EU it may be necessary to transmit personal data to those countries. Albright IP will ensure that any data transmitted is done so in a manner proportionate to the country requirements.

3. Your Rights

You hold the right to:

- Access your data free of charge in a machine-readable format.
- Ask when, where, how and for what purpose is your data being processed.
- Have your data rectified if it is inaccurate or incomplete within one month of your request, or two months if the rectification is complex.
- Have your data erased (within the legal and regulatory requirements of retaining records for statutory requirements).
- Block your data from being processed.
- Withdraw consent to your data being processed for any purpose.
- Complain to a supervisory authority; details of this are found below.

4. The information Albright IP collects

When you visit the Website, register on the Website and/or use any Services offered by Albright IP, Albright IP may collect information including:

- Name
- Address
- Nationality
- Email address
- Telephone numbers
- IP address
- Financial information
- CVs and references (for job applicants)
- Documents proving your identity and address (for compliance with money laundering requirements)

5. How Albright IP holds, uses and processes your data

5.1 Contracted work

In order to obtain IP rights, personal data has to be shared with (and may be published by) Intellectual Property Offices around the world. Your data may also be shared with foreign attorney firms, who are appointed by us to act on your behalf.

In the seeking of these IP rights, we will act on your instructions. Our legal basis for processing data required to do so is GDPR Article 6(1)(b).

In order to fulfil our services, your data will be held in our client records database and on any relevant paper files (not used in all cases).

5.2 Enquiries made of Albright IP

When you make a new enquiry at Albright IP, we do our best to advise you and inform costs of work. We may follow up with you once an enquiry has been made. Our legal basis for following up with you is GDPR Article 6(1)(b).

We have found that clients sometimes proceed with IP years after a first enquiry and we encourage you to sign up for our newsletter to keep in touch. We seek specific consent for our newsletter and our legal basis is GDPR Article 6(1)(a).

New enquiry data is held in CRM and email marketing software; in our records database and may be in electronic documents. Any temporary paper lists are destroyed by Printwaste secure shredding.

5.3 Credit checks and Money Laundering

When engaging you as a client, Albright IP may use your information to credit score you, to confirm your identity and assist in the prevention of unlawful activities. Our legal basis for processing this information is GDPR Article 6(1)(c).

6. How long do we hold information for?

In accordance with our terms of business, closed files and associated personal data is destroyed 7 years from closing of the file. Following this closing of a file, our lawful basis for continuing to process the data is GDPR Article 6(1)(f).

Unsubscribed marketing information is deleted after 30 days. Job candidate information is deleted after 3 years.

7. Security

The security of your information is important to Albright IP. We utilize wherever possible 2-step authentication of communication platforms and our IT security is reviewed regularly by our IT team.

8. Other terms

8.1 Albright IP supplies links to other websites. If you click on a link, you are not protected by this Privacy Policy and you are advised to read the privacy policy of the other website as they may differ from this Privacy Policy.

8.2 Albright IP reserves the right to amend this Privacy Policy from time to time as it deems necessary. In such event, Albright IP will post such changes on the Website.