**Privacy Notice**

We take the obligations imposed on us by the General Data Protection Regulations very seriously. This policy explains how we use your personal information.

## Changes

Our privacy policy is regularly reviewed to make sure we continue to serve the privacy interests of our clients. We reserve the right to change and update this privacy policy and these changes will be advised to you. If you have any queries concerning your personal information or any questions on our use of the information, please contact our compliance officer at [Frances@restitutionltd.co.uk](mailto:Frances@restitutionltd.co.uk)

Restitution Limited is a company incorporated in Scotland under the Companies Act (SC419537) and having its registered office at 5th Floor, 125 Princes Street, Edinburgh.

EH 2 4AD.

Restitution Ltd is registered as a data controller with the Information Commissioner's Office (ref no ZA408601). Our Data protection officer is Frances Sim, who can be contacted at [Frances@restitutionltd.co.uk](mailto:Frances@restitutionltd.co.uk).

What information we collect and how

Volunteered

The information we collect is provided to us by yourself when you seek to use our services. This may include any personal details you provide us with, such as your name, address and email address etc.

### IP addresses

The information we collect may also include your IP address which is automatically logged by our web server. This information is collected by our web server at our Edinburgh office.

### Our use of cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. We don't use cookies to personally identify you.

## What we do with your information

### Compliance

Any personal information we collect from this website will be used on a Lawful basis in accordance with the Lawful Basis set out in the Data Protection Act 1998, GDPR (EU2016/679) and other applicable laws.

### Marketing

You do not have to give us any personal information. However, any information which you choose to give us may be added to our marketing database and used by us for administration of our contacts and clients and for marketing our services and our events. We may send you information from time to time which we believe may be of interest to you, such as details of our services, legal updates and invitations to our events. It is possible that these messages will contain input from other companies or organisations with whom Restitution Ltd is dealing. You may ask us to cease sending marketing information at any time by emailing us at [Frances@restitution.co.uk](mailto:Frances@restitution.co.uk) or by writing to us at the postal address noted on our contact page.

### Law enforcement

We reserve the right to cooperate with law enforcement officials in the investigation of alleged unlawful activities of our clients or relating to our clients. We will have no legal liability for such disclosures.

Your rights

Update/delete data

You can ask us to update or remove your personal information by emailing [Frances@restitution.co.uk](mailto:Frances@restitution.co.uk) or by writing to us at our Edinburgh office address. However, please note that we may need to keep some personal data in order to carry out any legal services you may ask us to perform.

### Access to data

You also have the right to request a copy of any personal information we hold about you. To do this, simply write to us at our Edinburgh Office, or email us at [Frances@restitution.co.uk](mailto:Frances@restitution.co.uk)

Correct & update

DPA and GDPR legislation states that we must ensure that personal data held by us is accurate and up-to-date. Please help us to fulfil this obligation by informing us of any changes in your personal details by contacting us at the email or postal address above.

### More information

Detailed information about your rights under DPA and GDPR legislation can be found on the website of the United Kingdom Information Commissioner, the address of which is (as at the date of this policy) [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk/). The telephone number of the Information Commissioner's Office is 01625 545 700 (or (44) 1625 545 700 if phoning from outside the United Kingdom.)