

### **Privacy policy**

We take our legal requirements very seriously and these include provisions for protection of keeping your information confidentiality and your personal data, within our Privacy Policy.

Your continued use of this website is deemed as acceptance of this policy, which, we reserve the right to amend, as required, without notice.

Our Privacy Policy sets out our practices regarding your personal data (i.e. information about you as an individual) and how we will treat it.

We will only use personal data in accordance with this Privacy Policy and applicable current data protection laws.

We may use your personal data (as defined by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA)) for the purpose of client identity verification, the provision of any of our recruitment services, the administration of files and records, our legal and regulatory compliance and the marketing and promotion of our services, as well as informing you of relevant news and legal developments.

We may ask you to provide additional information for marketing and research purposes – see our Marketing below. The information may be held in hard copy and electronic form.

As a candidate seeking a legal job or a law firm looking for candidates for vacancies, our work for you may require us to provide information to third parties such as employers and any HR professionals they engage with. Any third party to whom we disclose information about you will be under an obligation to keep your information secure and not to use it for any purpose other than that for which it was disclosed.

We may also disclose your personal data to third parties from whom we are buying a business/asset or to whom we are selling some or all of our business/assets as part of any due diligence process. Your personal data may subsequently be transferred to such third parties.

If you post a comment on our website, our social media feeds or contact us through our website the information you provide will be recorded and stored. We may also be required to disclose that information to third parties e.g. HMRC officials, but only to the extent authorised by law.

Our telephone calls may be recorded for training and monitoring purposes. We will always try and tell you in advance when a call is being recorded but this may not always be possible for technical reasons.

## Who are we?

Mckie Legal Recruit, which trades also as Mckie Legal Recruitment, and is a trading name of connectaclaim Limited a company registered in England and Wales under company registration number, 12692813 and whose registered office is at Room 8 Redhills Business Park Redhills Lane Penrith CA11 ODT.

We are registered with the Information Commissioners Office under registration number: ZA792348.

We are a specialist Recruitment Agency helping prospective employees and employers in the claimant sector. Legal recruitment for small and medium firms in the claimant sector covering personal injury. clinical negligence. housing. civil litigation legal recruitment specialists.

### What do we use your information for?

We will use your personal data to provide you with the services you have asked us to provide, including recruitment advice and for job applications and for the purposes we have identified in this Privacy Policy.

We may additionally use your personal data to:

- Provide you with updates relevant to your career or your business;
- Invite you to provide us with feedback;
- Participate in events.

You can opt-out of receiving promotional or marketing information from emailing 'unsubscribe' to info@mckierecruit.co.uk with your full name, address, and email address.

When your contact details are on our database, we may try to contact you at the address we hold for you from time to time to verify the accuracy of the information we hold and the types of information you want to receive from us. We may contact you to assess your current career goals.

Your information will not knowingly be passed to any third party for marketing purposes.

In general, you can visit our website without telling us who you are or submitting personal information. However, certain information is automatically collected, including the IP (internet protocol) addresses of all visitors to the Website and other related user information such as page requests, browser type, operating system and average time spent on the Website. We use this information to help us understand the Website activity, and to monitor and improve the Website.

# **Exceptions**

Other than provided by this privacy policy, we may be under a duty to disclose your personal data as part of our legal or regulatory obligations.

We will also be entitled to disclose confidential information to our insurers (for the purposes of our professional indemnity insurance and in the context of notifications under our policy), our auditors, and any other third party to the extent required by law or regulation, or where we consider it appropriate to ensure help monitor and improve our services. However, unless required to do so by law, we will not sell or distribute any of the personal information you provide to us to any third party without your express written consent for marketing purposes.

# **Governing Law**

Any dispute arising between you and Mckie Legal Recruit in relation to this website shall be governed by English law and you submit to the exclusive jurisdiction of the English courts for the purposes of any such dispute.

### Accessibility

Mckie Recruit are committed to ensuring that our website meets the highest standards of accessibility for all users. If you are having difficulty accessing this web site for any reason or would like to give us some feedback, please contact us via the contact us form, or, email us at info@mckierecruit.co.uk

If you feel our website could do more to assist with accessibility, please contact us using our Contact Form, or, email us at info@mckierecruit.co.uk

#### Website terms of use

#### 1: About our terms

- **1.1:** These terms and conditions of use (**Terms**) explain how you may use this website and any of its content (**Site**).
- **1.2:** These Terms apply between Mckie Legal Recruit (**we**, **us** or **our**) and you, the person accessing or using the Site (**you** or **your**).
- 1.3: You should read these Terms carefully before using the Site.
- 1.4: By your continuing to use and access the Site you expressly indicate:
  - o **1.4.1:** your consent to these Terms;
  - o **1.4.2:** your agreement to be bound by these Terms.
- 1.5: If you do not agree with any of these Terms, you should stop using the Site immediately.
- 1.6: The Site is provided by us to you free of charge for information purposes only.
- **1.7:** If you request any service or digital content from the Site, separate terms and conditions will apply as set out here in our standard Terms and Conditions of Business.
- **1.8:** If you would like these Terms in another format (for example: audio, large print, etc), please contact us using the contact details set out below.

### 2: About us

- 2.1: We are Mckie Legal Recruit, which trades also as Mckie Legal Recruitment, and both are
  a trading name of connectaclaim Limited a company registered in England and Wales under
  company registration number, 12692813 and whose registered office is at Room 8 Redhills
  Business Park Redhills Lane Penrith CA11.
- **2.2:** Our VAT registration number is 356 460685.
- 2.3: We are registered with the Information Commissioners Officer under ZA792348.
- 2.4: If you have any questions about the Site, please contact us by:
  - o **2.4.1:** sending an email to <u>info@mckierecruit.com</u>,
  - o **2.4.2:** calling us on 0800 995 60 40.

### 3: Using the site

• **3.1:** The Site is for your personal and non-commercial use only.

- **3.2**: You agree that you are solely responsible for all costs and expenses you may incur in relation to your use of the Site.
- **3.3:** We make no promise that the Site is appropriate or available for use in locations outside of the UK. If you choose to access the Site from locations outside the UK, you acknowledge you do so at your own initiative and are responsible for compliance with local laws where they apply.
- **3.4:** We try to make the Site as accessible as possible. If you have any difficulties using the Site, please contact us using the contact details at the top of this page or use the website accessibility tools within your browser.
- **3.5**: As a condition of your use of the Site, you agree to comply with our **Acceptable Use Terms** and agree not to:
  - 3.5.1: misuse or attack our Site by knowingly introducing viruses, trojans, worms, logic bombs or any other material which is malicious or technologically harmful (such as by way of a denial-of-service attack), or
  - 3.5.2: attempt to gain unauthorised access to our Site, the server on which our Site is stored, or any server, computer or database connected to our Site.
- **3.6:** We may prevent or suspend your access to the Site if you do not comply with these Terms or any applicable law.

### 4: Infringing content

- **4.1:** We will use reasonable efforts to:
  - 4.1.1: delete accounts which are being used in an inappropriate manner or in breach of these Terms; and
  - 4.1.2: identify and remove any content that is inappropriate, defamatory, infringes intellectual property rights or is otherwise in breach of our Acceptable Use Terms

when we are notified, but we cannot be responsible if you have failed to provide us with the relevant information.

• **4.2**: If you believe that any content which is distributed or published by the Site is inappropriate, defamatory, or infringing on intellectual property rights, you should contact us immediately using the contact details above.

# 5: Your privacy and personal information

• **5.1:** Your privacy and personal information are important to us. Any personal information that you provide to us will be dealt with in line with our Privacy Policy, which explains what personal information we collect from you, how and why we collect, store, use and share such information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a query or complaint about the use of your personal information.

### 6: Ownership, use and intellectual property rights

- **6.1:** The intellectual property rights in the Site and in any text, images, video, audio or other multimedia content, software or other information or material submitted to or accessible from the Site (**Content**) are owned by us and our licensors.
- **6.2:** We and our licensors reserve all our intellectual property rights (including, but not limited to, all copyright, trademarks, domain names, design rights, database rights, patents, and all other intellectual property rights of any kind) whether registered or unregistered anywhere in the world. This means, for example, that we remain owners of them and are free to use them as we see fit.
- **6.3:** Nothing in these Terms grants you any legal rights in the Site or the Content other than as necessary for you to access it. You agree not to adjust, try to circumvent, or delete any notices contained on the Site or the Content (including any intellectual property notices) and in particular, in any digital rights or other security technology embedded or contained within the Site or the Content.

#### 7: Software

- **7.1:** From time-to-time software may be made available for you to download in order for the Site to work better. You will be granted a limited, non-exclusive licence to use any such software, subject to you agreeing to the terms and conditions that apply to such software (sometimes known as an 'end user licence agreement' or 'EULA').
- **7.2**: You will be made aware of any terms and conditions that apply to the software when you try to download it. If you do not accept such terms and conditions, you will not be able to download the software.
- **7.3:** You should read any terms and conditions carefully. They may contain provisions that set out your legal rights (for example, under the Consumer Rights Act 2015), your legal responsibilities when using the software, the software provider's legal responsibilities and any limitations on the software provider's legal responsibilities to you.
- **7.4:** Any software made available on the Site is solely for your personal, non-commercial use.
- **7.5:** Using the software in an unlawful way (such as reproducing or redistributing it in a way that breaches these Terms and any other terms and conditions that apply to it) is expressly prohibited and may result in civil and criminal penalties.

### 8: Submitting information to the site

- 8.1: While we try to make sure that the Site is secure, we do not actively monitor or check
  whether information supplied to us through the Site is confidential, commercially sensitive,
  or valuable.
- 8.2: Other than any personal information which will be dealt with in accordance with our
  Privacy Policy, we do not guarantee that information supplied to us through the Site will be
  kept confidential and we may use it on an unrestricted and free-of-charge basis as we
  reasonably see fit.

## 9: Accuracy of information and availability of the site

• 9.1: We try to make sure that the Site is accurate, up-to-date, and free from bugs, but we cannot promise that it will be. Furthermore, we cannot promise that the Site will be fit or

suitable for any purpose. Any reliance that you may place on the information on the Site is at your own risk.

- 9.2: We may suspend or terminate access or operation of the Site at any time as we see fit.
- 9.3: Any Content is provided for your general information purposes only and to inform you
  about us and our products and news, features, services, and other websites that may be of
  interest, but has not been tailored to your specific requirements or circumstances. It does
  not constitute technical, financial, or legal advice or any other type of advice and should not
  be relied on for any purposes. You should always use your own independent judgment when
  using our Site and its Content.
- **9.4:** While we try to make sure that the Site is available for your use, we do not promise that the Site will be available at all times or that your use of the Site will be uninterrupted.

### 10: Hyperlinks and third-party sites

- **10.1:** The Site may contain hyperlinks or references to third party advertising and websites other than the Site. Any such hyperlinks or references are provided for your convenience only. We have no control over third party advertising or websites and accept no legal responsibility for any content, material or information contained in them.
- **10.2:** The display of any hyperlink and reference to any third-party advertising or website does not mean that we endorse that third party's website, products, or services.
- **10.3:** Your use of a third-party site shall be governed by the terms and conditions of that third-party site and is at your own risk.

## 11: Limitation on our liability

- **11.1:** Except for any legal responsibility that we cannot exclude in law (such as for death or personal injury) or arising under applicable laws relating to the protection of your personal information, we are not legally responsible for any:
  - 11.1.1: losses that were not foreseeable to you and us when these Terms were formed:
  - o **11.1.2**: losses that were not caused by any breach on our part;
  - o **11.1.3**: business losses; and
  - 11.1.4: losses to non-consumers.

### 12: Events beyond our control

• **12.1:** We are not liable to you if we fail to comply with these Terms because of circumstances beyond our reasonable control, including, but not limited to, strikes, lockouts or other industrial disputes; breakdown of systems or network access; flood, fire, explosion, or accident; or epidemics or pandemics.

## 13: Rights of third parties

• 13.1: No one other than a party to these Terms has any right to enforce any of these Terms.

#### 14: Variation

- **14.1:** No changes to these Terms are valid or have any effect unless agreed by us in writing or made in accordance with this clause 15.
- **14.2:** We reserve the right to vary these Terms from time to time. Our updated Terms will be displayed on the Site and by continuing to use and access the Site following such changes, you agree to be bound by any variation made by us. It is your responsibility to check these Terms from time to time to verify such variations.

### 15: Disputes

- **15.1:** We will try to resolve any disputes with you quickly and efficiently. If you are unhappy with us, please contact us as soon as possible using the contact details set out at the top of this page.
- **15.2**: The law of England and Wales will apply to these Terms. If you want to take court proceedings, the relevant courts of England will have exclusive jurisdiction in relation to these Terms.