
PRIVACY POLICY

BACKGROUND:

A D Stuart & Co. Limited, a company incorporated in Scotland with registered number SC467192 and having its registered office at 16 Ravelston House Park, Edinburgh EH4 3LU T/A Stuart & Co. understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, <https://www.stuart-co.com> (“**Our Site**”) and will only collect and use personal data in ways that are described here, and in a way that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. If you do not agree to the terms of this Privacy Policy you should stop using our site immediately.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

“ Cookie ”	means a small text file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in Part 13, below; and
“ Cookie Law ”	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;
“ We/Us/Our ”	means the said A D Stuart & Co. Limited T/A Stuart & Co.

2. Information About Us

Our Site is owned by Us and operated by Squarespace Inc., a company with its headquarters in the State of New York in the United States of America.

We are regulated by The Law Society of Scotland.

3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Site. Our Site does not contain links to other websites.

4. What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679 (where applicable in relation to the collection, processing, retention and disposal of European Union citizens’ data) (collectively, “**the Data Protection Legislation**”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be

identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

5. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which We will always work to uphold:

- a) The right to be informed about Our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact Us to find out more or to ask any questions using the details in Part 14.
- b) The right to access the personal data We hold about you. Part 12 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by Us is inaccurate or incomplete. Please contact Us using the details in Part 14 to find out more.
- d) The right to be forgotten, i.e. the right to ask Us to delete or otherwise dispose of any of your personal data that We hold. Please contact Us using the details in Part 14 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to Us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if We are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to Us directly, We are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask Us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about Our use of your personal data or exercising your rights as outlined above, please contact Us using the details provided in Part 14.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data We hold about you changes, please keep Us informed as long as We have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about Our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns Ourselves, however, so please contact Us first, using the details in Part 14.

6. **What Data do We is Collect and How is it Used?**

Subject to the following, We do not collect any personal data from you. We do not

place cookies on your computer or device other than those that are essential for Our Site to function, see Part 13 for more information on Our use of cookies, We do not use any other means of data collection such as analytics.

Our Site does not have any automated email/ chat facility however if you send Us an email, We may collect your name, your email address, and any other information which you choose to give Us. For the purposes of the Data Protection Legislation, We are the data controller responsible for such personal data. If you contact Us as described above, you will have consented to Our use of your personal data for the purposes of contacting you.

If you are a client, We will store your email on Our practice management system or other electronic filing system.

Any and all emails containing your personal data will be retained by according to Law Society of Scotland guidelines.

As noted above, you have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.

We will only use your personal data for the purpose(s) for which it was originally collected unless We reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If We do use your personal data in this way and you wish Us to explain how the new purpose is compatible with the original, please contact Us using the details in Part 14.

If We need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, We will inform you and explain the legal basis which allows Us to do so.

In some circumstances, where permitted or required by law, We may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

7. How Long Will You Keep My Personal Data?

Where We collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with Our obligations and safeguard your rights under the Data Protection Legislation at all times.

As stated above, We do not generally collect any personal data directly from you, but if you contact Us and We obtain your personal details from your email, We may use them to respond to your email. We will only retain your data order to use it as described above in Part 6, and/or for as long as We have your permission to keep it.

We will not share any of your personal data with any third parties for any purposes other than as noted in Part 9.

8. How and Where Do You Store or Transfer My Personal Data?

We store some of your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

We store some of your personal data within the European Economic Area (the "EEA"). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the EU GDPR and/or to equivalent standards by law. Transfers of personal data to the EEA from the UK are permitted without additional safeguards.

As noted in Part 9 below some or of your personal data is shared with third parties which store personal data in countries outside of the UK and the EEA. These are known as “third countries”. Additional steps will be taken in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and the EEA under the Data Protection Legislation as follows:

Specific approved contracts will be used which ensure the same levels of personal data protection that apply under the Data Protection Legislation. For further information, please refer to the Information Commissioner’s Office at <https://ico.org.uk/>.

Please contact Us using the details below in Part 14 for further information about the particular data protection safeguard used when transferring your personal data to a third country.

The security of your personal data is essential to Us, and to protect your data, We take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with disaster recovery and data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where We are legally required to do so;
- using a secure practice management system with secure back-up of data in a secure data centre located within the UK/EEA.
- multi-factor authentication for accessing data including email correspondence.

9. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

If We sell, transfer, or merge parts of Our business or assets, your personal data may be transferred to a third party. Any new owner of Our business may continue to use your personal data in the same way(s) that We have used it, as specified in this Privacy Policy.

We will not share any of your data with any third parties for any purposes other than as is required by the Law Society of Scotland or by legal agencies by court order or act of law or as noted in the table below:

Recipient	Activity Carried Out	Sector	Location
Squarespace Inc.	Squarespace Inc. collects personal data when you visit Our Site, including: <ul style="list-style-type: none"> ○ Information about your 	Website Hosting.	USA. For more information on how Squarespace collects, stores, shares and disposes of data please see its Privacy Policy at https://www.squarespace.com/privacy

	<p>browser, network and device;</p> <ul style="list-style-type: none"> ○ Web pages you visited prior to coming to Our Site; ○ Web pages you view while on Our Site; ○ Your IP address. <p>Squarespace Inc. needs this data to run Our Site, and to protect and improve its platform and services. Squarespace analyses the above information in a analyses the data in a de-personalised form.</p>		
Google Inc.	<p>Our Site serves font files from and renders fonts using Google Fonts. To properly display this Our Site to you, this third party may receive personal information about you, including:</p> <ul style="list-style-type: none"> ○ Information about your browser, network, or device; ○ Information about Our Site and the 	Software Services	<p>Worldwide including UK, EEA and USA.</p> <p>For more information on how Google collects, stores, shares and disposes of data please see its Privacy Policy at https://policies.google.com/privacy</p>

	<p>page you're viewing on it;</p> <ul style="list-style-type: none"> ○ Your IP address 		
Adobe Inc.	<p>Our Site serves font files from and renders fonts using Adobe Fonts. To properly display this Our Site to you, this third party may receive personal information about you, including:</p> <ul style="list-style-type: none"> ○ Information about your browser, network, or device; ○ Information about Our Site and the page you're viewing on it; ○ Your IP address 	Software Services	<p>Worldwide including UK, EEA and USA.</p> <p>For more information on how Adobe collects, stores, shares and disposes of data please see its Privacy Policy at https://www.adobe.com/uk/privacy/policy.html</p>
Contractors	<p>We may share certain personal data you have sent to us via email correspondence to Our contractors to assist with your query or as part of services. We will always request your consent to share your details with our contractors prior to sharing and personal data.</p>	Legal services IP and trade mark attorney services data protection services.	<p>UK and EEA.</p> <p>Data will be held in accordance with the contractor's privacy policy and data shall only be held for as long as is necessary to fulfil its obligations or to comply with any regulatory or governing body requirements.</p>

Lawware Limited	We store client data including personal data sent to Us via email on Lawware Limited's secure practice management system LawCloud.	Practice Management System Software	UK and EEA Data will be retained for the duration whilst you We have a contract with Lawware Limited however, client, data will be retained by Lawware Limited for up to 7 years thereafter.
Microsoft Inc.	We use Microsoft 365 including Outlook to send and receive email correspondence .	e-mail facility	Worldwide

If any of your personal data is shared with a third party, as described above, We will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, Our obligations, and the third party's obligations under the law, as described above in Part 9.

If any personal data is transferred outside of the UK, or the EEA will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK or the EEA and under the Data Protection Legislation, as explained above in Part 8.

10. **How Can I Control My Personal Data?**

In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit personal data via Our Site, you may be given options to restrict Our use of your personal data. Please note We will not use any of your data for direct marketing purposes (including email marketing).

11. **Can I Withhold Information?**

You may access certain areas of Our Site without providing any personal data at all. However, to use all features and functions available on Our Site you may be required to submit or allow for the collection of certain data.

12. How Can I Access My Personal Data?

If you want to know what personal data We have about you, you can ask Us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the postal addresses shown in Part 14.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover Our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, We aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date We receive your request. You will be kept fully informed of Our progress.

13. How Do You Use Cookies?

Our Site may place and access Cookies on your computer or device. Certain features of Our Site depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. These Cookies are shown in the table below. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser’s settings as detailed below, but please be aware that Our Site may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them. We do not use any “unnecessary” Cookies on Our Site.

All Cookies used by and on Our Site are used in accordance with current Cookie Law.

The following strictly necessary Cookies will be placed on your computer or device:

Name of Cookie	Purpose	Duration
_dd_cookie_test	Tests if cookies are supported	Expires instantly
_dd_s	Tracks browser errors	Four Hours
_dd_site_test	Tracks browser errors	Four Hours
ss_cookieAllowed	Remembers if a visitor agreed to placing analytics cookies on their browser if a site is restricting the placement of cookies	30 days
Test	Investigates if the browser supports cookies and prevents errors	Session

14. How Do You Contact Us?

To contact Us about anything to do with your personal data and data protection, including to make a subject access request, please use the following Email address:

contact@stuart-co.com.

or to the following postal address

Stuart & Co.

16 Ravelston House Park

Edinburgh EH4 3LU

15. Changes to this Privacy Policy

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change Our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 27th July 2023.