J Farrer Mediation Privacy Policy

Our contact details

Name: J Farrer Mediation

Address: October House, Upper Brailes, Banbury OX15 5AZ

Phone Number: 01608 685315

E-mail: julie@jfarrermediation.co.uk

Privacy Policy

This privacy policy sets out how J Farrer Mediation uses and protects any information that you give us when you use this website.

J Farrer Mediation is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

J Farrer Mediation may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Demographic information such as postcode, preferences and interests

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- for the purposes of family or civil and commercial mediation
- to enable us to contact you and send you information

We use the information that you have given us in order to fulfil our contract with you, for legitimate business purposes, in compliance with our legal obligations and/or your consent.

We may share this information with our professional practice consultant, professional body, to comply with law, to provide you with services, to protect your rights or to fulfil business obligations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting J Farrer Mediation.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored at our business address.

We keep your personal information for as long as necessary to fulfil the purposes outlined in this privacy notice unless otherwise required by law. We will then dispose your information by deleting it and destroying your file.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at October House, Upper Brailes OX15 5AZ if you wish to make a request.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at October House, Upper Brailes OX15 5AZ.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

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