**Scope of this Statement**

This policy covers the website found at the following URL:

<http://www.clarkerowesolicitors.co.uk>

The website referred to is managed and operated by Clarke Rowe Solicitors based at 28 Parkstone Road Poole BH15 2PG we do hire external developers to produce any of the website content.. The website is supervised by Babs Rowe .

The materials contained on the above website are deemed to be for general information purposes only and do not constitute legal or professional advice. Clarke Rowe does not accept any responsibility for any loss which may arise from accessing or relying upon on information contained in this website.

**Organisation Details**

Registered address: 28 Parkstone Road Poole BH15 2PG

Clarke Rowe Solicitors Limited is a limited company registered in England and Wales with registered number O7575650. Our VAT registration number is131 7698 02. The firm’s registered office is at 28 Parkstone Road Poole BH15 2PG. Clarke Rowe Solicitors Limited is authorised and regulated by the Solicitors Regulation Authority, with SRA number 558597. “More details about how you can access the Authority’s rules can be found on their website.

Clarke Rowe Solicitors are regulated by the Solicitors Regulation Authority [SRA] and comply with their code of conduct.

For more information about the SRA and their regulatory role in England & Wales please visit their [official website](http://www.sra.org.uk/solicitors/code-of-conduct.page" \o "Solicitors Regulatory Authority)

**Policy Statement**

Babs Rowe has responsibility for the management of the website including:

* Ensuring content is up to date;
* Ensuring content does not infringe copyright;
* Specifying conditions for downloading material;
* Ensuring any publicity conforms to the Solicitors Code of Conduct 2011;
* Ensuring compliance with the Disability and the Equality Act 2010;
* Overseeing linking arrangements;
* Ensuring posting of a privacy notice explaining how any data collected from visitors will be managed by the practice.

Babs Rowe may delegate responsibility for inputting and maintaining the website however accountability for any content that is shown on the website remains with the executive team.

**Copyright and Trademark Notices**

The contents of this site are protected by copyright under international law. Users are permitted to read the contents of our website and make copies of such content for their own personal use. They may also give copies to colleagues for their personal use on terms that Clarke Rowe Solicitors Limited is acknowledged as the source, the text is not altered in any way and the attention of the recipients is drawn to this warning. All other use and copying of any of the contents of this site is prohibited. Copying from websites of third parties is subject to any requirements applicable to those sites.

**Links to Third Party Sites**

This website may include hyperlinks to websites operated by other parties. Clarke Rowe Solicitors Ltd is not responsible for examining or evaluating them and their inclusion does not imply endorsement of their content. Clarke Rowe Solicitors Ltd does not receive any fee from any website owner who may be cited or linked to from the website. All external links should be considered for information only purposes.

**Accessibility**

We are committed to making our website accessible for all our website visitors, including those with disabilities.

We are committed to providing an accessible web service. If you experience problems or have any suggestions for improvement, please contact Babs Rowe .

**Data Protection**

This Website is owned and operated by Clarke Rowe Solicitors Limited, who is the ‘Data Controller’ for the purposes of the Data Protection Act 1998. This document is intended to explain how we use the information we collect, how a client can instruct us if they prefer to limit the use of that information, and the procedures we have in place to safeguard their privacy.

**Collection, Utilisation and Security of Data**

Without limitation, any of the following Data may be collected:

2.1       Name;

2.2       Gender;

2.3       Contact information such as email addresses and telephone numbers;

2.4       Address and post code

2.5       IP address (automatically collected);

2.6       Web browser type and version (automatically collected by web analytics and traffic analysis software);

2.8       Operating system (automatically collected by web analytics and traffic analysis software);

**Our Use of Data**

Any personal data will be retained by Clarke Rowe Solicitors Ltd for as long as the client needs access to the  Services and Systems provided on the Web Site or the client has otherwise agreed (opted in) to.  Data the client may submit through any communications System that we may provide may be retained for a longer period of up to 6 years.

Unless we are obliged or permitted by law to do so, clients Data will not be disclosed to third parties without their express permission.  This includes our affiliates and / or other companies within our group.  
All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998.

Any or all of the above Data may be required by us from time to time in order to provide the client with the best possible service and experience when using our Web Site.  Specifically, Data may be used by us for the following reasons:

* internal record keeping
* improvement of our products / services
* transmission by email of promotional materials that may be of interest to the client
* contact for market research purposes which may be done using email, telephone, fax or mail.  Such information may be used to customise or update the Web Site

We use anonymous cookies to make this site as useful as possible. They are small text files e put in your browser to track usage of our site but they don’t tell us who you are.

**Liability**

The material displayed on our site is provided without any guarantees, conditions or warranties as to its accuracy. The content on our website is deemed to be for general information purposes only and should not constitute legal or professional advice. Clarke Rowe Solicitors Limited accepts no responsibility for any loss which may arise from accessing or relying upon on information contained in this website.

**Responsibility and review**

Responsibility for this policy lies with Babs Rowe who will review this annually.