

## 1. INTRODUCTION

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We only collect personal data necessary to respond to your enquiries, improve our website, and provide our services. We do not sell your data, and we only share it with trusted providers where required. You can contact us at any time to exercise your rights.

Bradley-Mason LLP is a UK-based professional services firm and acts as the **data controller** for the purposes of data protection law.

## 2. WHAT DATA WE COLLECT

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We may collect:

- **Technical data** – IP address, browser type, pages visited
- **Contact data** – name, email, phone number, company details
- **Enquiry data** – information submitted via forms
- **Professional data** – job title and organisation

## 3. HOW WE USE YOUR DATA

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We use your data to:

- Respond to enquiries
- Provide services
- Improve our website
- Maintain security
- Send marketing communications (where you have consented)

## 4. LEGAL BASIS

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We rely on:

- Legitimate interests (running and improving our business)
- Contractual necessity (responding to enquiries or providing services)
- Consent (for marketing, where required)

## 5. DATA SHARING

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We may share your data with trusted third parties, including:

- Website hosting and IT providers
- Marketing service providers
- Professional advisers or regulators where required

All third parties must keep your data secure and only use it for agreed purposes.

## 6. INTERNATIONAL TRANSFERS

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If your data is transferred outside the UK, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- UK International Data Transfer Agreements (IDTA)
- Standard Contractual Clauses

## 7. HOW LONG WE KEEP YOUR DATA

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We only retain personal data for as long as necessary to fulfil its purpose and meet legal or regulatory requirements.

## 8. YOUR RIGHTS

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You have the right to:

- Access your data
- Correct inaccurate data
- Request deletion (where applicable)
- Object to or restrict processing
- Withdraw consent at any time

To exercise your rights, contact us using the details below.

## 9. COOKIES

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We use cookies to:

- Make the website function properly
- Remember your preferences
- Analyse website usage (e.g. via Google Analytics)

You can control cookies through your browser settings. Disabling cookies may affect how the site works.

More information: [www.aboutcookies.org](http://www.aboutcookies.org)

## 10. COMPLAINTS

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If you have any concerns about how we use your data, please contact us and we will do our best to resolve the issue.

You also have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/concerns/>

Tel: 0303 123 1113

Our ICO registration number: ZA325263

## 11. CONTACT US

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If you have any questions about this policy or how we handle your data, please contact:

**Data Protection Officer**

Bradley-Mason LLP  
Windsor House  
Cornwall Road  
Harrogate  
HG1 2PW

01423 611604

[info@bradley-mason.com](mailto:info@bradley-mason.com)