

## **Zelle LLP and Zelle International LLP - Privacy and Cookies Policy**

Zelle LLP (US) and Zelle International LLP (collectively “we” or “us” or “our”) are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our practices regarding your personal data and how we will treat it. By visiting [www.zellelaw.com](http://www.zellelaw.com) (the “Website”), you are accepting and consent to the practices described in this Privacy and Cookies Policy.

In relation to the processing of information, for the purpose of the Data Protection Act 1998 Zelle International LLP is registered as a data controller under number: ZA112932.

**INFORMATION WE MAY COLLECT FROM YOU:** We may collect and process the following data about you:

1. Information that you give us by filling in forms on the Website, or by corresponding with us by phone, email, or otherwise. This includes when you fill in the form on the “Contact Us” page and when you report a problem with the Website.
2. Information we collect about you. We may also automatically collect other, non-personally identifiable, information each time you visit the Website, including:
  - Technical information, including the Internet protocol address used to connect your computer to the Internet, browser type and version.
  - Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from this Website (including date and time), page response times, download errors, and length of visits to certain pages.

**USES MADE OF THE INFORMATION:** We use information held about you in the following ways:

Information you give to us. We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- to notify you about changes to our service;
- to ensure that content from the Website is presented in the most effective manner for you and for your computer.

Information we collect about you. We will use this information:

- to administer the Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve the Website to ensure that content is presented in the most effective manner for you and for your computer; and
- as part of our efforts to keep the Website safe and secure.

**DISCLOSURE OF YOUR INFORMATION:** We may share your personal information with any member of our corporate group, including affiliated entities.

We may disclose your information:

- To analytics and search engine providers that assist us in the improvement and organisation of the Website.
- To a successor firm or company which acquires the legal practice carried on by Zelle International LLP or Zelle LLP.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, including court order.

**COOKIES:** In order to improve the Website, we may use small files commonly

known as “cookies”. A cookie is a small amount of data which often includes a unique identifier that is sent to your computer, tablet or mobile phone (referred to in this Privacy and Cookies Policy as a ‘device’) from the Website and is stored on your device’s hard drive.

A cookie records on your device information relating to your internet activity (such as whether you have visited the Website before). The cookies we use on the Website won't collect personally identifiable information about you and we won't disclose information stored in cookies that we place on your device to third parties.

#### How can you control the use of cookies from the Website?

If you don't want us to use cookies when you use the Website, you can adjust your internet browser settings not to accept cookies. Your web browser's help function should tell you how to do this. Alternatively, to find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit the website: <http://www.allaboutcookies.org>. This website will also explain how you can delete cookies which are already stored on your device.

We currently use only a Google Analytics cookie. We use Google Analytics – the web analytics service provided by Google Inc. - in order to understand how visitors to the Website use the Website. The Google Analytics cookies track activity on the Website and use it in aggregate to optimize your user experience. Google Analytics cookies do not collect personal information about you. You may disable scripts run by Google Analytics to the extent that your browser and associated programs provide such functionality. To opt out of being tracked by Google Analytics across all websites, visit this website: <http://tools.google.com/dlpage/gaoptout>

**ACCESS TO INFORMATION:** The Data Protection Act 1998 gives you, as a data subject, the right to access information held about you. Your right of access can be exercised in accordance with the Act. We may charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

If you become aware that the personal information we hold about you is

inaccurate, you may request that we amend it. Any requests should be made in writing to us.

**TRANSFER, STORAGE AND PROCESSING OF INFORMATION:** The information that you give us or that we collect from you may be transferred to, and stored at, a destination within the United States or within the European Economic Area (“EEA”). This data may be processed by staff operating within the United States or within the EEA respectively. We take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy and Cookies Policy. By submitting your personal data, you agree to this transfer, storing, or processing.

**CHANGES TO THIS POLICY:** We reserve the right to change this Privacy and Cookies Policy at any time by posting revisions on this Website. This Privacy and Cookies Policy is not intended to, and does not, create any contractual or other legal rights.

**CONTACT US:** Questions, comments and requests regarding this Privacy and Cookies Policy are welcomed and should be addressed here.