

Cookies and Privacy Policy

Langleys Solicitors LLP is committed to preserving the privacy of all visitors to www.langleys.com. Please read the following privacy policy to understand how we use and protect the information that you provide to us.

By registering on this site, you consent to the collection, use and transfer of your information under the terms of this policy.

For the purpose of the Data Protection Act 1998, the data controller is Langleys Solicitors LLP.

Information that we collect from you

When you visit, register on www.langleys.com you may be asked to provide certain information about yourself including your name, contact details and credit or debit card information. We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mails or letters you send to us.

Use of your information

Your information will enable us to provide you with access to all parts of our site and to supply the services you have requested. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business. In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the site or our services. Further, where you have consented, we might also use your information to let you know about other products and services which we offer which may be of interest to you and we may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted in the future, please let us know.

Disclosure of your information

The information you provide to us will be held on our computers in Lincoln and York and may be accessed by or given to our staff and third parties including companies connected to Langleys Solicitors LLP who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, process credit card payments and provide support services on our behalf. We may also pass aggregate information on the usage of our site to third parties but this will not include information that can be used to identify you.

Where you have consented when providing us with your details, we may also allow carefully selected third parties to contact you occasionally about products and services which may be of interest to you. They may contact you by post, telephone or fax, as well as by e-mail. If you change your mind about being contacted by these companies in the future, please let us know.

Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure that your information is used by third parties in accordance with this policy.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Using our online recruitment portal

It is important for you to know how we are going to use and store the information that you provide to us through our online recruitment portal. Langleys Solicitors LLP will only use the information that you submit for the purposes of administering the recruitment process.

If you are successful in the recruitment process, your information will be stored in line with our internal firm policies in accordance with Principle 5 of the Data Protection Act 1998. If your application is for a specific role and you are unsuccessful, we will delete your data within 6 months of the closure of the vacancy. If you have made a speculative application and it has not been progressed, we will retain your details for a maximum of 6 months from the date of submission of your application. In these circumstances, you will need to submit your details again if you wish to apply for another vacancy after that time.

When you register on our online recruitment portal, you will create an account with a password. It is important that you protect your details and keep them private at all times. By registering you agree to tell us if you become aware of any unauthorised access to your account.

By selecting "save" or "submit application" you agree to Langleys Solicitors LLP processing your data and this includes the processing of sensitive personal data. If you "save" your application but do not "submit" your application to us, your data will be stored securely and deleted after 6 months. This means you will have to start the registration process again if you wish to apply for another vacancy.

Information about our use of Cookies

Our site uses cookies to distinguish you from other users of our site, which helps us provide you with a good experience when you browse our site and allows us to improve the site. Cookies are small amounts of information which we store on your computer. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the site for you.

The cookies used on this site have been categorised based on the categories found in the ICC UK Cookie guide. A list of all the cookies used on this site by category is set out below, and then some details their purpose, and what to do if you do not consent to any specific cookies being used. Please note however that since we only use cookies where they will be of benefit, any failure to consent may limit your use of this site

How we use cookies

The following table describes the cookies we use on this site and what we use them for.

Category 1: Strictly necessary cookies:

These cookies enable services you have specifically asked for.

These cookies are essential in order to enable you to move around the site and use its features, such as accessing secure areas of the website.

Category 2: Performance Cookies:

These cookies collect anonymous information on the pages visited.

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.

By using our website, you agree that we can place these types of cookies on your device.

Category 3: Functionality Cookies:

These cookies remember choices you make to improve your experience.

These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. For instance, a website may be able to provide you with local weather reports or traffic news by storing in a cookie the region in which you are currently located. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

By using our website, you agree that we can place these types of cookies on your device.

Cookie name	Category	Purpose	More information
Session ID cookie	1	Standard ASP.NET cookie containing the user's session ID.	Expires as soon as user navigates away
Culture cookie	2	Utilised to store the users CMS culture	Type: Culture Code, Expires: 1 year
Visitor Status Cookie	2	Sets the visitor status (unknown/first visit/more visits)	Type: Integer, Expires: 1 year
Current Visit Status Cookie	2	Sets the current visit status (throughout current day)	Type: Integer, Expires: 23 hours
URL Referrer Cookie	2	User URL referrer. Remembers the page the user last visited.	Type: Url String, Expires: 1 day
Form State Cookie	2	Utilised for a check if the form state needs to be restored. Decides if the submitted fields in the form should be repopulated.	Type: Integer - ID, Expires: 10 minutes
Google Analytics	2	Utilised by Google Analytics to track visitor's data on the website.	More information

Preferred Culture cookie	3	Storing details of the users preferred CMS culture	Type: Culture Code, Expires: 1 year
Current Contact	3	Sets the current user if logged in	Type: Integer - ID, Expires: 50 years
CurrentTheme	3	Sets the current chosen theme	Type: Integer - ID, Expires: 23 hours
VisitorStatus	3	Sets the visitor status (unknown/first visit/more visits).	Type: Integer - ID, Expires: 1 year
ContactReferrer	3	Sets the contact page referrer	Expires as soon as user navigates away
TextOnly	3	Stores whether or not the user chooses to view a text only version of the site.	Expires as soon as user navigates away

Security and data retention

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

Accessing and updating

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Changes to our privacy policy

Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through e-mail notification.

Contact

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to Nick Symington, Langleys Solicitors LLP, Queens House, Micklegate, York, YO1 6WG or by telephone on 01904 610886 or by email at nick.symington@langleys.com.