

MUNDAYS LLP PRIVACY NOTICE

1. Introduction

1.1 Welcome to Mundays LLP's privacy notice.

1.2 We respect your privacy and are committed to protecting your personal data. We take your privacy very seriously and it is important to us that you can use and enjoy our website without having to compromise your privacy in any way. Mundays LLP is entered in the Information Commissioner's Register of Data Controllers with registration number Z9108326. This privacy notice (together with our terms of use) 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 views and practices regarding your personal data and how we will treat it. By visiting our website: <https://mundays.co.uk> (regardless of where you visit it from) you are accepting and consenting to the practices described in this policy. The policy applies to information we collect about people who use our services and our website.

1.3 For the purpose of data protection legislation (which includes the Data Protection Act 1988, the General Data Protection Regulation ("GDPR") and any subsequent data protection legislation in force from time to time), the data controller is Mundays LLP.

1.4 This privacy notice explains how we may collect and process information about:

1.4.1 visitors to our website;

1.4.2 people who use our services e.g. clients or other subscribers to our communications;

1.4.3 job applicants and our current employees;

1.4.4 individuals wishing to participate in work experience via our vacation scheme; and

1.4.5 third parties who are involved in legal work relating to our clients such as the other side of a transaction, dispute or agreement and their legal advisers.

1.5 Please use the Glossary to understand the meaning of some of the terms used in this privacy notice.

2. Purpose of this Privacy Notice

2.1 This privacy notice aims to give you information on how Mundays LLP collects and processes your personal data. We may collect data:

2.1.1 through your use of our website, including any data you may provide through our website;

2.1.2 when you instruct us in respect of our services or contact us in respect of our services;

2.1.3 when you sign up to our newsletters or other communications;

2.1.4 when you agree to attend any of our events; or.

2.1.5 as set out in paragraphs 1.3.3 to 1.3.5 above.

2.2 Our services sometimes require us to collect data relating to children for example in matrimonial matters or where acting for schools or other educational establishments. We will process such information relating to children strictly on the basis of our legitimate interests in providing our legal services and on the basis in some cases the processing is necessary for the establishment, exercise or defence of legal claims.

- 2.3 It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

3. Controller

Mundays LLP, a limited liability partnership incorporated and registered in England and Wales under registered number OC313856 and whose registered office is situated at 400 Dashwood Lang Road, Weybridge, Surrey KT15 2HJ is the controller and responsible for our personal data (collectively we will be referred to as "**Company**", "**we**", "**us**" or "**our**" in this privacy notice).

4. Contact Details

- 4.1 Our full details are:

Mundays LLP, 400 Dashwood Lang Road, Weybridge, Surrey KT15 2HJ

Email address: enq@mundays.co.uk

T: +44 (0)01932 590500

5. Complaints

- 5.1 If you wish to raise a complaint about how we have handled your personal data, including in relation to any of the rights outlined below, you can contact us on the details provided at the start of this notice and we will investigate the matter for you. We would appreciate the opportunity to deal with any concerns before you approach the ICO.
- 5.2 If you are not satisfied with our response, or believe we are processing your data unfairly or unlawfully, you can complain to the supervisory authority – The Information Commissioner's Office ("ICO"), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can find further information about the ICO and their complaints procedure at: <https://ico.org.uk/make-a-complaint/>

6. Changes to the Privacy Notice

- 6.1 This notice was last updated in March 2019. We may change this notice by updating this page to reflect changes in the law or our privacy practices. However, we will not use your Personal Data in any new ways without your consent.
- 6.2 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

7. Website Third-Party Links

Like most websites, there is certain information that is automatically tracked by the internet service provider, including the website you just came from, which URL you go to next, the browser you are using and any searches you have done. This information is used for internal purposes to monitor activity on the website only and is kept in a form which does not identify individuals. Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections through our website may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

8. The Data We Collect About You

8.1 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

8.2 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.

Contact Data includes your email address and telephone numbers and where you are a private individual client your home address.

Financial Data includes bank account and payment card details and information on payments including unpaid bills.

Transaction Data includes details of services you have received from Munday's LLP.

Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

Profile Data includes preferences, feedback and survey responses.

Usage Data includes information about how you use our website.

Marketing and Communications Data includes your preferences in receiving marketing or other communications from us which are in addition to the services for which you engage us.

8.3 We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific feature of our website. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

8.4 We do not ordinarily collect any **Special Categories of Sensitive or Personal Data** about you but it may benefit you to notify us of any health condition or disability you have so that we are aware of these conditions and how they affect you. This will allow us to take any reasonable steps to accommodate specific needs or requirements you have when providing our services to you. This type of information is known under the law as "special category information" (or "sensitive personal data"). We will only share this type of data where is necessary to progress your legal matter or with your specific consent. Therefore, on occasion this may be required as part of our services (special categories includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences. For example, we may advise you in respect of discrimination for one of these categories or we may need to confirm a data subject's health for the purpose of providing our advice. Where we are required to receive this data as part of our services, you we process this data to perform our contract with you and provide our services and you consent to us processing it in order to perform the services. Where such information is received about non clients for the purpose of our services, we will process it on the basis of our legitimate interests in providing our legal services and on the basis in some cases the processing is necessary for the establishment, exercise or defence of legal claims, in others the information may be made public.

9. If you Fail to Provide Personal Data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with services). In this case, we may have to cancel the service you require but we will notify you if this is the case at the time.

10. How is Your Personal Data Collected?

10.1 We use different methods to collect data from and about you including through:

10.2 **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

10.2.1 request information about our services including fee estimates, scope of work and the likely process;

10.2.2 subscribe to our newsletters, updates, events or other news;

10.2.3 complete a survey; or

10.2.4 give us some feedback.

10.3 We may also collect data via our information technology systems such as case management, document management and time recording systems, reception logs, technical systems, such as our computer networks and connections, CCTV and access control systems, communications systems, email and instant messaging systems.

10.4 On occasions, an individual's personal data may be given to us by our clients for the purposes of our services. For example details of a personal representative appointed under a Will may be provided and retained in accordance with our documentation retention policies. We will record such information as is necessary for the services and use the information solely in connection with the provision of our services, which is our legitimate business interest.

10.5 **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our cookie policy for further details.

10.6 **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources such as the Registrar of Companies, HM Land Register, the Intellectual Property Office and third party identification verification providers and from a third party with your consent, e.g.:

10.6.1 your bank or building society, another financial institution or advisor;

10.6.2 consultants and other professionals we may engage in relation to your matter;

10.6.3 your employer and/or trade union, professional body or pension administrators;

10.6.4 your doctors, medical and occupational health professionals;

10.7 Technical Data from the following parties:

i) **Google Analytics:**

This website uses Google Analytics (“GA”), a web analysis service provided by Google Inc. (“Google”). Google Analytics works using cookies. GA cookies collect your IP address, however because IP anonymisation is used on this website, your IP address will be shortened (and therefore anonymised) as soon as technically possible and before it is stored or otherwise used in connection with GA.

The anonymisation process takes place within the European Union or the European Economic Area, except in exceptional cases, where your full IP address may be sent to a Google server and shortened there.

We use the information collected by GA cookies to find out about how visitors use our website. The IP address sent by your browser in connection with GA will not be combined by Google, with other data.

You can prevent GA cookies from being stored by setting your browser software accordingly (see our Cookie Policy for further information). However, please note that you may not then be able to make full use of all the website’s functions.

You can also opt-out of GA by downloading and installing the browser plug-in available at the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>

ii) **Sharing with our service providers**

We may share your personal information with our third party service providers based in the UK or the European Economic Area (“EEA”) who we engage to process the information we collect from you on the website or otherwise, and/or to host and maintain our website, content or services, on our behalf in accordance with this privacy policy.

We will let you know if we need to transfer your personal information to any third party service providers located outside of the EEA.

Where we employ third party companies or individuals to process personal information provided by us (and not collected by them), they only use this personal information on our behalf and in line with our instructions and this privacy policy.

10.8 Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register.

11. How We Use Your Personal Data

11.1 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

11.1.1 Where we need to carry out our services pursuant to our agreement with you which we have or are about to enter into.

11.1.2 Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. Our legitimate interests are in performing legal services to you (or third parties) or promoting or furthering our services.

11.1.3 Where we need to comply with a legal or regulatory obligation.

11.1.4 Generally we do not rely on consent as a legal basis for processing your personal data but may do so for our communications to existing clients or business contacts. On the 25 May 2018 new legislation came into force which did not replace the Privacy and Electronic Communications (Amendment) Regulations 2018 (“PECR”). The PECR continue to apply and align with GDPR with the exceptions as listed in Regulation 29 of the Act, which can be found on the ICO’s website... Where we rely on consent, you have the right to withdraw consent to marketing at any time by contacting us.

12. Purposes for Which We Will Use Your Personal Data

12.1 We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

12.2 Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

What We Use Your Personal Data For	Our Reasons
To provide legal services to you	For the performance of our contract with you or to take steps at your request before entering into a contract
<p>Conducting checks to identify our clients and verify their identity</p> <p>Screening for financial and other sanctions or embargoes</p> <p>Other processing necessary to comply with professional, legal and regulatory obligations that apply to our business, e.g. under health and safety regulation or rules issued by our professional regulator</p>	To comply with our legal and regulatory obligations
Gathering and providing information required by or relating to audits, enquiries or investigations by regulatory bodies	To comply with our legal and regulatory obligations
Ensuring business policies are adhered to, e.g. policies covering security and internet use	For our legitimate interests or those of a third party, i.e. to make sure we are following our own internal procedures so we can deliver the best service to you
Operational reasons, such as improving efficiency, training and quality control	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can deliver the best service for you at the best price
Ensuring the confidentiality of commercially sensitive information	For our legitimate interests or those of a third party, i.e. to protect our intellectual property and other commercially valuable information to comply with our legal and regulatory obligations

What We Use Your Personal Data For	Our Reasons
Statistical analysis to help us manage our practice, in relation to our financial performance, client base, work type or other efficiency measures	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can deliver the best service for you at the best price
Preventing unauthorised access and modifications to systems	For our legitimate interests or those of a third party, i.e. to prevent and detect criminal activity that could be damaging for us and for you to comply with our legal and regulatory obligations
Updating client records	For the performance of our contract with you or to take steps at your request before entering into a contract to comply with our legal and regulatory obligations for our legitimate interests or those of a third party, e.g. making sure that we can keep in touch with our clients about existing and new services
Statutory returns	To comply with our legal and regulatory obligations
Ensuring safe working practices, staff administration and assessments	To comply with our legal and regulatory obligations for our legitimate interests or those of a third party, e.g. to make sure we are following our own internal procedures and working efficiently so we can deliver the best service to you
Marketing our services to: —existing and former clients; —third parties who have previously expressed an interest in our services;	For our legitimate interests or those of a third party, to promote our business to existing and former clients
External audits and quality checks, and the audit of our accounts	For our legitimate interests or those of a third party, i.e. to maintain our accreditations so we can demonstrate we operate at the highest standards to comply with our legal and regulatory obligations
To track and report website traffic including browser type/version, operating system type/version, device type/model, screen resolution, input method, service provider.	For our legitimate interests, to promote, review and tailor our services via our website
Employment and Recruitment procedures	Details of how we process data for recruitment or employment procedures will be provided to applicants/employees as part of the HR process.

13. Marketing

We will use information relating to marketing in two ways and to provide you with choices regarding certain personal data uses, particularly around marketing. These are split as follows:

Events

If you register for one of our business focused events, we will share your name, business name, and professional title with other people who are attending the same event;

If you register for one of our other events, we may share your name with other people who are attending the same event;

If you register for an event jointly organised with a selected third party, we will share your name, business name and professional title with the other event organiser for event communication management.

Marketing and updates

To provide you with information about other services we offer that are similar to those that you have already purchased or enquired about;

Where you have provided us with your contact details to provide you with information about the goods or services we feel may interest you. This may be by post, telephone or electronic means (email or SMS).

If you are a client, Counsel, supplier or referrer, we will only contact you by electronic means (email or SMS) with information about products and services similar to those which were the subject of a previous legal matter where you instructed us or an enquiry was made to us. If you do not wish us to use your data in this way, you can opt out. If you opt out of marketing communications, your visit to and use of the website will not be affected.

You will receive marketing communications from us if you have requested information from us or signed up for such communications and, in each case, you have not opted out of receiving that marketing.

14. Opting Out

You are entitled to opt-out of marketing communications at any time and free of charge by contacting us at any time at: enq@mundays.co.uk or using the contact us section on our website or by using the “unsubscribe” option included in any marketing e-mail or other marketing material received from us.

15. Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our cookie policy.

16. Change of Purpose

16.1 We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

- 16.2 If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 16.3 Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

17. Disclosures of Your Personal Data

- 17.1 We routinely share personal data with:
- 17.1.1 professional advisers who we instruct on your behalf or refer you to, e.g. barristers, medical professionals, accountants, tax advisors or other experts;
 - 17.1.2 other third parties where necessary to carry out your instructions, e.g. your mortgage provider or HM Land Registry in the case of a property transaction or Companies House];
 - 17.1.3 our insurers and brokers;
 - 17.1.4 external auditors with regard to accreditation and the audit of our accounts;
 - 17.1.5 our bank;
 - 17.1.6 external service suppliers, representatives and agents that we use to make our business more efficient, e.g. typing services, marketing agencies, document collation or analysis suppliers;
- 17.2 We only allow our service providers to handle your personal data if we are satisfied they take appropriate measures to protect your personal data. We also impose contractual obligations on service providers relating to ensure they can only use your personal data to provide services to us and to you.
- 17.3 We may disclose and exchange information with law enforcement agencies and regulatory bodies to comply with our legal and regulatory obligations.
- 17.4 We may also need to share some personal data with other parties, such as potential buyers of some or all of our business or during a re-structuring. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.
- 17.5 Additionally we may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 12 above.
- 17.5.1 Internal Third Parties as set out in the Glossary.
 - 17.5.2 External Third Parties as set out in the Glossary.
 - 17.5.3 Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.
- 17.6 We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions. Information may be held at our offices and those of our third party agencies, service providers, representatives and agents as described above.

18. International Transfers

We do not transfer your personal data outside the European Economic Area other than with your consent for the purpose of providing legal advice. We will let you know if we need to transfer your personal information to any third party service providers located outside the EEA. Where data is transferred within US jurisdiction, the EU-US Privacy Shield Scheme which became operational on the 01 August 2016 will provide adequate protection to allow data to be transferred. Guidance is available through the ICO's website and via <https://privacyshield.gov> where a full list of companies covered under the scheme can be accessed.

19. Data Security

- 19.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.
- 19.2 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

20. Data Retention

- 20.1 We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
- 20.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.
- 20.3 Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.
- 20.4 In some circumstances you can ask us to delete your data: see Request Erasure below for further information.
- 20.5 In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

21. Your Legal Rights

- 21.1 Under certain circumstances, you have rights under data protection laws in relation to your personal data. If you wish to exercise any of the rights set out below after the Glossary please contact us.
- 21.2 **No fee usually required**
- You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.
- 21.3 **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

21.4 **Time limit to respond**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

GLOSSARY

22. Lawful Basis

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

23. Third Parties

Internal Third Parties

23.1 We may provide the information we hold about you to our affiliated companies Munday's Company Secretaries Ltd and Munday's Trustee Services Ltd if this is necessary for the purposes of providing the services.

External Third Parties

23.2 Service providers acting as processors based in the United Kingdom and European Economic Area who provide IT and system administration services.

23.3 Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the United Kingdom who provide consultancy, banking, legal, insurance and accounting services.

23.4 HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom.

23.5 Solicitors Regulation Authority, Law Society and Legal Ombudsman Financial Conduct Authority acting as processors or joint controllers based in the United Kingdom who require reporting of

processing activities in certain circumstances or to whom it is necessary to provide information as part of our services.

YOUR LEGAL RIGHTS

23.6 You have the right to:

23.6.1 **The Right of Confirmation and Access.** As a data subject you have the right to obtain confirmation from the data controller as to whether or not personal data concerning you is being processed. You also have the right to obtain from us free information about your personal data stored at any time and a copy of this information. Furthermore, you have the right to obtain information as to whether personal data is transferred to a third country or to an international organisation. Where this is the case, you also have the right to be informed of the appropriate safeguards relating to the transfer.

23.6.2 **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

23.6.3 **Request erasure (The Right to be Forgotten)** of your personal data. You have the right to ask us to erase your personal data without delay where one of the statutory grounds apply, so long as the processing is not necessary. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request. In the event that you request us to erase your personal data, then this means that our business relationship will end as we cannot provide our service without processing data.

23.6.4 **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

23.6.5 **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

23.6.6 **Right of Data Portability.** You have the right for certain data you have given us to be provided to you in a structured and commonly used electronic format (for example, a Microsoft Excel file), so that you can move, copy or transfer this data easily to another data controller. You may also request that we transmit this data directly to another organisation it is practical for us to do so. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

23.6.7 **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

24. How to exercise your Rights

If you wish to contact us in respect of any of the Rights described above, please get in touch with us at enq@Mundays.co.uk Telephone: 01932 590500, or by post. We will respond to your request free of charge and usually within one month.