

## **INTRODUCTION**

L4S LEGAL SERVICES LIMITED registered in England and Wales with Company Number 08126536; Registered Office: 126 Southdown Road, Harpenden AL5 1QQ, (operating under the trading name: "Legal 4 Spain" (hereinafter "L4S"), advises you of its Privacy Policy (hereinafter the "Privacy Policy"), which will regulate the use of this website (hereinafter the "Website"); and our control and processing of personal data.

L4S reserves, at its own discretion, the right to modify its Privacy Policy, whenever there is a change in the law or in the practices of the organisation. Such changes will be published on the Website and any resources that may be necessary to read them will be made available to the user. In any event, the relationship with the user will be governed by the regulations that are in force at the time the access to the Website takes place.

You are advised thoroughly to read this Privacy Policy, as the content and the information provided are important in order to understand the terms of use of the Website and our practices in connection with the control and processing of the personal data you provide, or which we gather in any other way through the Website (hereinafter "Personal Data").

L4S is the organisation responsible for the processing of the Personal Data; and the location of our offices may change from time to time and we may provide our services in other countries or jurisdictions at any time; any one or more of which may be the location of control of and/or processing of information we receive through the Website or otherwise. In all such cases, we undertake to take appropriate steps to protect the confidentiality of the contact details and personal information we receive in accordance with our legal obligations.

## **WEBSITE- LINKS AND TERMS OF USE**

The Website may contain links to other websites that belong to third parties. We are not responsible for the privacy practices, the contents or the security used by any other websites, which are not governed by this Privacy Policy. We recommend that you thoroughly read the privacy policy of any website that is not related to L4S.

Any link to any part of the Website requires our prior written consent.

All the intellectual property rights in the design of the Website and its software are owned by us. Except as stated in these terms, no copying, modification, downloading, distribution or de-compilation of the content of the Website is allowed without our prior written consent.

The trade marks, logos and trade names displayed on the Website (hereinafter the "Marks") are owned by us. Except as expressly stated in these terms, no copying, modification, downloading, distribution or de-compilation of the Marks is allowed without our prior written consent.

No guarantee is given that any documents or files downloaded from the Website will be free from viruses; and we do not accept any responsibility for any damage or loss caused by any virus. For your own protection, you are advised to use virus-checking software when using the Website. You must not post or provide to us through the contact details provided on the Website, any document or file which you believe may contain a virus. You must virus check any document or file which you intend to post or provide to us through the contact details provided on the Website.

You may only use the Website for lawful purposes. You must ensure that any document, file or other information that you intend to provide to us via the Website does not contravene any applicable laws or contravene any person's legal rights and you must not provide anything indecent, obscene, abusive, libellous or defamatory.

We do not monitor or edit documents or files provided to us by other persons and accordingly we do not accept any responsibility for any damage or loss you may suffer.

If any of these terms and conditions (or a part thereof) is or at any time becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the legality, validity or enforceability in that jurisdiction of any other term or condition, or the legality, validity or enforceability in other jurisdictions of that or any other term or condition. If such term or condition would be valid, enforceable or legal if some part of it were deleted, the provision shall apply with such modification.

Any dispute arising between us in relation to the Website shall be governed by English law and you submit to the exclusive jurisdiction of the English courts for the purposes of any such dispute.

We provide Will writing; Estate Planning; inheritance; Real Estate and related professional services and advice. The Website contains general information about our services and related topics. By using the Website and the information available through it, you agree to the following terms, as may be amended by us from time to time:

- 1.** The information on the Website is not, nor is it intended to be, legal advice. Detailed specialist and case-specific advice should always be obtained before taking or refraining from taking any action as a result of comments contained on the Website, which are only intended to be a general guide to the particular subjects.
- 2.** If more detailed advice on any of the matters referred to on the Website is required, please contact us through the contact details provided. Contacting us does not in itself create an adviser-client relationship. An adviser-client relationship is created only when we are formally appointed.
- 3.** All reasonable endeavours are used to ensure the accuracy of the information provided on the Website. But no guarantee is given as to accuracy. If we are notified of any error on the Website through the contact details provided, all reasonable endeavours will be made to correct it.

4. The Website is made available for public viewing on the basis that there is excluded, to the extent permitted by law, all liability whatsoever for any loss or damage howsoever arising out of the use of the Website or reliance upon its content; and any person who is not a party to these terms and conditions may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

5. By accessing the Website, you agree that you will access its contents only for your personal use. You may print out a single hard copy of any part of the content of the Website for your personal use, in accordance with these terms and conditions. You may not show in public any part of the Website or extract material from the Website or any document available through it or in any other way exploit commercially all or any part of the Website or any document available through it without our prior written consent

6. If you are accessing the Website in the course of a business, the express provisions of these terms are in place of all warranties, conditions, terms, undertakings and obligations implied by statute, common law, custom, trade usage, course of dealing or otherwise, all of which are excluded to the fullest extent permitted by law.

## **COOKIES**

Certain information mentioned in this Privacy Policy is gathered through the use of cookies. Cookies are small text files containing information that is downloaded and can be stored on your user device (computer, smartphone, tablet).

These cookies can be necessary in order to remember the configuration of your account, the language and the country, together with other details. In addition, they allow measurement and analysis of your behaviour on the Website, and show you personalised notices on the Website, or on the websites of third parties.

## **GATHERING OF PERSONAL DATA**

We will need to use your personal data for certain purposes that are stated on the Website. In particular, if you intend to use, or submit a request for, certain services that we offer, we will gather them in order to be able to answer your enquiry or request, or to send you our newsletters, or any other type of information that may be of interest to you. Apart from the information that you must provide to us, you are notified that we also gather information related merely to the fact of having navigated the Website.

Below you will find the type of Personal Data that we process, the purposes for which they are used and the term during which we keep them:

1. Customer services. We process identification and contact details in order to answer questions relating to our services. We are authorised to do so based on the legitimate interest that L4S has to process your data in order to answer your request. We will keep your data for a maximum period of six years, counting from the date on which the enquiry was resolved.

**2. Newsletter distribution.** We may use your e-mail address and the other contact details that you provide to us in order to send you information about our services, including our newsletters. If you do not wish to receive the aforementioned information, you can cancel your subscription at any time by using the subscription cancellation function provided on each e-mail message or by contacting us.

We are authorised to do this on the grounds of the express consent that you give us. We will keep your data until you inform us that you opt not to receive our marketing messages, or for six years, in the event that you have not interacted with the messages sent.

**3. Notwithstanding the aforementioned,** your personal data will be also kept when so required by law, or for any other purpose for we are authorised.

## **ASSIGNMENT OF PERSONAL DATA**

The data provided will be kept while the business relationship exists, or for the years that are necessary in order to meet our contractual and/or legal obligations. The data will not be assigned to third parties unless agreed between us; or if there is a legal obligation to do so.

## **SECURITY**

Under the regulations in force relating to personal data protection, we respect your privacy and we undertake to keep your personal data safe and to manage them pursuant to our legal obligations relating to privacy and security.

For such purposes, we have the technical, physical and organisational measures that are necessary in order to protect the personal data gathered through the Website against bad usage, destruction, loss, alteration, disclosure, purchase, or accidental, illegal or unauthorised access.

However, you are aware that the security measures on Internet are not impregnable and for this reason we assume no responsibility whatsoever for any access that is unauthorised or out of our control.

## **YOUR RIGHTS**

Upon production of an identity document or passport, the holders of the personal data (interested party), can exercise their rights of access, rectification, erasure, objection and data portability. The person responsible for processing the data is obliged to answer the interested party without any undue delay.

With regard to the right of access, the interested party will be provided with a list of the personal data that are available together with the purposes for which they have been gathered, the identity of those who will receive the data, the term during which the data will be kept and the identity of the person in charge of them who can be contacted in order to request the rectification, erasure or objection to the processing of the data.

With regard to the right to rectification, any data of the interested party that is considered inaccurate or incomplete, in the light of the purpose for which they have been processed, will be modified.

With regard to the right to erasure, the data of the interested parties will be erased when the party states the objection or refusal to the consent that is necessary to give in order to process the data and if there is no legal obligation preventing erasure.

With regard to the right to data portability, the interested parties must report their decision and inform the person responsible, where appropriate, about the identity of the new person in charge to whom the data must be provided.

**In order to exercise the aforementioned rights, contact L4S by writing to the following e-mail address: [contact@legal4spain.com](mailto:contact@legal4spain.com), you must provide a copy of your official Identity document in force evidencing your identity.**