

## **WEBSITE MANAGEMENT POLICY – PHH SOLICITORS**

### **SCOPE OF THIS STATEMENT**

This policy covers the website found at the following URL:

<http://www.phhsolicitors.co.uk>

The website referred to is managed and operated by PHH Solicitors and was prepared by Robin Youlton.

The materials contained in this website are provided for general information purposes only and do not constitute legal or professional advice. PHH Solicitors does not accept any responsibility which may arise from accessing or reliance on information contained in this website.

### **ORGANISATION DETAILS**

Registered address: York House, 1 York Avenue, Thornton Cleveleys FY5 2UQ

PHH Solicitors is authorised and regulated by the Solicitors Regulation Authority.

### **POLICY STATEMENT**

Judith Abram has responsibility for the management of the website including:-

- ensuring content is up to date;
- ensuring content does not infringe copyright;
- specify conditions for downloading materials;
- ensuring any publicity conforms to the Solicitors Code of Conduct 2011, Chapter 8;
- ensuring compliance with the Disability Discrimination Act 1995;
- overseeing linking arrangements;
- ensuring the posting of a privacy notice explaining how any data collected from visitors will be managed by the practice.

Judith Abram may delegate responsibility for inputting and maintaining the website however accountability for any content that is shown on the website remains with her.

Judith Abram has responsibility for the review of this policy on an annual basis.

## **ACCESSIBILITY**

We are committed to making our website as accessible as possible for all our website visitors, including those with disabilities. We are committed to providing an accessible web service. If you experience problems or have any suggestions for improvement, please contact us at:

[info@phhsolicitors.co.uk](mailto:info@phhsolicitors.co.uk).

## **COPYRIGHT AND TRADEMARK NOTICES**

The contents of this site are protected by copyright under international law. Users are permitted to read the contents of our website and make copies of such content for their own personal use. They may also give copies to colleagues for their personal use on terms that PHH Solicitors is acknowledged as the source, the text is not altered in any way and the attention of the recipients is drawn to this warning. All other use and copying of any of the contents of this site is prohibited. Copying from websites of third parties is subject to any requirements applicable to those sites.

## **DATA PROTECTION**

This website is owned and operated by PHH Solicitors, who is the 'Data Controller' for the purposes of the Data Protection Act 1998. This document is intended to explain how we use the information we collect, how a client can instruct us and the procedures we have in place to safeguard their privacy.

## **COLLECTION, UTILISATION AND SECURITY OF DATA**

Without limitation, any of the following Data may be collected:

- Name;
- Gender;
- Contact information such as email addresses and telephone numbers;
- IP address (automatically collected);

Any information that we collect about you is stored electronically on our database. It may also be printed and stored in our filing system. Unless we are obliged or permitted by law to do so, clients Data will not be disclosed to third parties without their express permission.