

Handsome I.P. Ltd
Data Protection
Privacy Notice

BACKGROUND:

Handsome I.P. Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our clients and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

We must advise that this policy is subject to change, so please check our website on a regular basis for any further changes.

1. **Information About Us**

Handsome I.P. Ltd. is a firm of patent and trademark attorneys providing legal services in the area of intellectual property. It is registered in England & Wales under company number 6432256.

Registered address: 27-28 Monmouth Street, Bath, BA1 2AP

Main trading address: 27-28 Monmouth Street, Bath, BA1 2AP.

VAT number: GB992 97 20 65.

We are regulated by IPReg www.ipreg.org.uk

We are a member of the Chartered Institute of Patent Attorneys, the Chartered Institute of Trade Mark Attorneys, the Institute of Professional Representatives before the European Patent Office

2. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

3. **What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

For clarity, Handsome I.P. Ltd may be both data controller and data processor for your personal data under certain circumstances.

4. **What Are My Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always

- contact us to find out more or to ask any questions using the details in Part 12.
- b) The right to access the personal data we hold about you. Part 11 will tell you how to do this.
 - c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 12 to find out more.
 - d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 12 to find out more. But see Note 1 below
 - e) The right to restrict (i.e. prevent) the processing of your personal data.
 - f) The right to object to us using your personal data for a particular purpose or purposes.
 - g) The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.
 - h) Rights relating to automated decision-making and profiling. [We do not use your personal data in this way]

Note 1. However, please note that in preventing the use or processing of your personal data, it may delay or prevent us from fulfilling our contractual obligations to you. It may also mean that we shall be unable to provide our services or process the cancellation of your service.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 12.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office <https://ico.org.uk/concerns/> Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113.

5. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us):

- Name;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Payment information;
- Nationality

6. **How Do You Collect My Personal Data?**

We will ask either you, your employer, or our client to provide some or all of this information to us as and when it is required.

7. **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your account;
- To comply with our contractual obligations we have with you;
- Entering into a contract with you;
- To provide customer care, including responding to your requests if you contact us with a query;
- To administer accounts, process payments and keep track of billing and payments;
- To detect fraud and to make sure what you have told us is correct;
- To review job applications;
- To notify you about changes to our services;
- To inform you of service and price changes;
- Communicating with you. This may include responding to emails or calls from you;
- Registering, managing or handling intellectual property rights in any country.

We will not use your personal data for marketing purposes.

8. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. However, we will keep your personal data for the duration of the period you are a client of Handsome I.P. Ltd. On the ending of our contract with you we will keep your personal data in accordance with our Data Retention Policy which is available on request to dataprotection@handsomeip.com.

9. **How and Where Do You Store or Transfer My Personal Data?**

We will only store your personal data in the UK. This means that it will be fully protected under the GDPR.

10. **Do You Share My Personal Data?**

We may sometimes contract with third parties offering legal services to supply services to you on our behalf. These may include the registering, managing or handling of intellectual property rights in any country. In some cases, those third parties may require access to some or all of your personal data that we hold. Such third-party services may include legal, translation, annuity payment, and search services.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

We may sometimes contract with third parties (as described above) that are located outside of the European Economic Area (the "EEA" consists of all EU member states,

plus Norway, Iceland, and Liechtenstein). If any personal data is transferred to a third party outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated safely and securely.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We may share your information if we are acquired by a third party and therefore your data will be deemed an asset of the business. In these circumstances, we may disclose your personal data to the prospective buyer of our business, subject to both parties entering into appropriate confidentiality undertakings.

11. **How Can I Access My Personal Data?**

If you want to know what personal data We have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 12.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within 2 weeks of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date We receive your request. You will be kept fully informed of our progress.

12. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: dataprotection@handsomeip.com

Telephone number: 01225 420802.

Postal Address: Handsome I.P. Ltd, 27-28 Monmouth Street, Bath, BA1 2AP.

13. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website at www.handsomeip.com/legal.php