



**Francis Pearce Partnership Limited - T/A Leslie Keats**

## **Privacy Policy**

Leslie Keats is committed to safeguarding your privacy online. The following shows how we treat your privacy. Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of our 'Website' [www.leslie-keats.co.uk](http://www.leslie-keats.co.uk). If you do not accept and agree with this Privacy Policy, you must stop using our Website with immediate effect. Under no circumstances will your personal information be sold or used by any other organisation.

### **Who We Are**

[www.leslie-keats.co.uk](http://www.leslie-keats.co.uk)

### **What Does This Policy Cover?**

This Privacy Policy applies only to your use of our Website. Our Website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

### **What Data Do We Collect?**

Leslie Keats uses Google Analytics to analyse the use of our Website. This tool uses 'cookies', small text files which are automatically downloaded on your computer to collect anonymous information. This tracks information such as how visitors get to our Website, what pages are being viewed and what Internet Browser is being used.

If you would prefer to opt out of being tracked by Google Analytics across all websites please go to <https://tools.google.com/dlpage/gaoptout>.

This privacy statement is only valid our Website at [www.leslie-keats.co.uk](http://www.leslie-keats.co.uk). Any links within the site to other sites that are not operated or owned by us are not covered.

## How We Get Personal Information and Why We Have It

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.

The personal information we process is provided to us directly by you for one of the following reasons:

Communicating with you which may include responding to emails or calls from you.  
Supplying you with information by email AND/OR post that you have requested.

You may remove your consent to process at any time. You can do this by contacting us on the details below under the 'How to Contact Us' section.

## How We Store Your Personal Information

Your information is securely stored and we will not keep your personal information for any longer than is necessary. Our Retention Policy details the time period we will hold your personal data for and how we will delete it when it is no longer required. The Retention Policy is available by contacting us on the details below under the 'How to Contact Us' section.

## Your Data protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us the details below under the 'How to Contact Us' section.

## **Complaints or Queries**

Leslie Keats endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. If you want to make a complaint about the way we have processed your personal information, you can contact us in the first instance. Otherwise please contact the Information Commissioner's Office as below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

## **Changes to this Privacy Notice**

We keep our privacy notice under regular review, please see the version control details below for when it was last updated.

## **How to Contact Us**

If you want to request information about our privacy policy or how we handle your personal data, you can contact us as follows:

Email: [ism@leslie-keats.co.uk](mailto:ism@leslie-keats.co.uk)

Write to: Information Security Manager, One Embankment, Neville Street, Leeds, LS1 4DW

## Version Control

| Document Name  | Version | Date     | Summary of Changes                          |
|----------------|---------|----------|---------------------------------------------|
| Privacy Policy | 1.0     | 27/10/22 | Initial draft for approval                  |
| Privacy Policy | 2.0     | 19/10/26 | Amended correspondence address and approval |
|                |         |          |                                             |