

Privacy Notice

Your Personal Data

Wynne-Jones IP is registered in England and Wales with company number OC325516 and has its registered office at:

ESSEX PLACE
22 RODNEY ROAD
CHELTENHAM
GLOUCESTERSHIRE
GL50 1JJ
UK

A list of the Partners of Wynne-Jones IP will be provided on request or can be inspected at this address.

Wynne-Jones IP is VAT registered with VAT number 275 0005 89.

Wynne-Jones IP is authorised and regulated by [IPReg](#).

All Wynne-Jones IP employees are subject to rules and principles of professional conduct.

Wynne-Jones IP is a trading style of Wynne-Jones Lainé & James LLP.

What we need

Wynne-Jones IP will be what's known as the 'Controller' of the personal data you provide to us. We only collect personal data about you which is relevant to us providing our services to you.

Why we need it

We need to know your personal data in order to provide you with any of the services that we perform for you including obtaining patents and registering trade marks and designs. We will not collect any personal data from you we do not need in order to provide and oversee these services to you.

What we do with it

All the personal data we process is processed by our staff in the UK. We have a Data Protection Policy in place to oversee the effective and secure processing of your personal data by all staff employed by Wynne-Jones IP. More information on this policy can be provided to you by contacting our Data Protection Officer. By the very nature of the services we provide, should you instruct us to carry out work for you outside of the UK, such data that has been supplied by you will be transferred to third parties (trusted referral partners) for the purpose of conducting professional business on your behalf only. Third parties will not use your personal data to contact you directly for marketing purposes unless you have opted-in to receive such information.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with it

We would however like to use your name and email address to inform you of updates, information and news on the services we provide. You can unsubscribe at any time by emailing marketing@wynne-jones.com with the subject line "unsubscribe". To opt in to receiving updates, information and news on the services we provide, you will need to complete the contact permission form located in the new client welcome pack you were provided at the beginning of your working relationship with Wynne-Jones IP.

In some circumstances, we may disclose that you are a client. We may also disclose that we are acting for you (or have acted for you on a matter), if information about that matter or our involvement in it is in the public domain or if you have specifically given us permission to disclose it.

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What are your rights?

If at any point you believe the information we process on you is incorrect you have a legal right to make a subject access request and if the information is incorrect you can instruct us to correct it or delete it. We will respond within the 28 day deadline. We will not charge for a standard subject access request but we reserve the right in law to make a charge a reasonable administrative fee if further copies are requested. Also if a request is 'manifestly unfounded or excessive' we may charge a fee or refuse to respond and will provide evidence of how the conclusion that the request is manifestly unfounded or excessive was reached.

A subject access request should be made by email and addressed to the Data Protection Officer, Fiona Watkins, at Wynne-JonesIP@wynne-jones.com. Wynne-Jones IP will provide a standard form, although you do not have to use the form to make a formal request.

If your personal information changes, you can inform your usual Wynne-Jones IP contact or email us at Wynne-JonesIP@wynne-jones.com. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

Our Data Protection Officer is Fiona Watkins and you can contact them at Wynne-JonesIP@wynne-jones.com.