

Terms and conditions

Welcome to our website

If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Jackson Cohen Associates Limited's relationship with you in relation to this website.

The term 'Jackson Cohen' or 'us' or 'we' refers to the owner of the website - Jackson Cohen Associates Limited - whose registered office is 16 Campions, Loughton, Essex, IG10 2SG and is registered in England and Wales Company No 5259849.

The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- You may not create a link to this website from another website or document without our prior written consent.
-

Your use of this website and any dispute arising out of such use of the website is subject to the laws of England and Wales.

Privacy Policy

This privacy notice relates to Jackson Cohen Associates Limited of 16 Campions, Loughton, Essex, IG10 2SG and explains about the information we collect about you and the basis on which we control and process it.

Collecting data – when you make contact

By Website enquiry – We will capture your name, email address and the information that you provide in the enquiry form for our legitimate interest and legal purposes and for the performance of any

contract entered into. We will keep a record of this in order to deal with your enquiry and respond accordingly and for statistical analysis of enquiries received and outcomes.

By phone - We may use call number identification to recognise who is calling us and to have a short-term record of calls received. We will capture information that you give us for our records and in order to deal with your enquiry and process for our legitimate interest and legal purposes and for the performance of any contract entered into.

By email - If you send us an email that is not encrypted any personal data within it may be at risk. We will capture and process the information in the email for our legitimate interest and legal purposes and for the performance of any contract entered into. When we send emails we encrypt some emails or their content in order to protect personal data.

By post - When we receive an enquiry or other information from you by post we will capture information that you give us for our records and in order to deal with your enquiry and process for our legitimate interest and legal purposes and for the performance of any contract entered into.

Providing information to us on other people

In providing information to us about other people you warrant that you have their permission to give us their data or that you are doing so as we are your professional advisors under the terms of our business agreement with you and that you have provided them with your privacy notice which covers this. We may store information provided to us in both electronic and paper-based systems.

Parties we may obtain information from

We may obtain information from:

- You
- People who introduce you to us
- Your professional advisers

We may obtain information about you from other providers such as:

- via google and other websearch tools,
- social media
- other providers of public information services such as Companies House, The Financial Conduct Authority Register and the Information Commissioners Office.

Data we may collect

- your name, address, telephone numbers, email address;
- business information – company name, address, telephone number, number of employees, make-up of the company, company ownership, nature of business etc;
- details of when you contact us and when we contact you (e.g. copies of any correspondence and records of telephone calls); and/or
- details of the work you enquire about, the work we do for you, together with any other information (including where obtained from third parties) which we reasonably need to operate our business, provide the service you require or fulfil our regulatory obligations.

Sensitive Data

We do not generally seek to capture sensitive data about you. If you have to provide this data we will ask for your permission to do so – e.g. you may advise us of a past criminal record in respect of an application to the FCA for authorisation. We will store this information until the application process is completed. We may hold on to this data for a longer period if you ask us to as a result of an ongoing business relationship.

Basis of processing data and who we share your data with

We will hold and process your data for our legitimate interests in order to:

- Provide any service requested to you
- Manage our business relationship
- To manage business relationships with our professional advisers, contractors and third party providers
- Share information where necessary with funders, our professional advisers, contractors and third party providers and anyone who may wish to acquire all or any part of our business

We will hold and process your data for legal purposes in order to:

- Meet our legal obligations
- Help identify you and meet our anti-money laundering obligations
- Supply information to any government body, regulatory authority, law enforcement agency as required

Retaining information

We will retain information for our legitimate interests and legal purposes as follows:

- Business conducted – up to 6 years after the end of our business relationship but may be longer where legal action has been taken or is pending
- Enquiries where no business relationship is formed – up to 6 months from the date the enquiry unless there is an indication that the timescale for forming the relationship will take longer
- Professional advisers, contractors and third party advisers – up to 6 years from the end of our relationship

Where we store your data

All information is retained within the EEA. If we were to export any of your data to a non-EEA state we would take appropriate measures to protect the data.

Your rights

You have the right as an individual to request details on the information we hold on you and to ask us to correct any information which may be inaccurate. To exercise your right please contact us and ask for a Data Subject Access Request form.

You are also able to exercise your right to be forgotten. This does not mean we will have to automatically delete all information held on you as we may still need to keep appropriate information in order to meet our legal obligations and for our legitimate interests.

There are other rights which, due to the basis on which we process data, you may not always be able to exercise. These include:

- To restrict processing of your data
- To provide your data in a portable format
- To object to the processing of your data

You might also wish to complain about the way in which we have processed your data.

To exercise your rights or to make a complaint please contact us:

Email: ray@jacksoncohen.com

Post: Jackson Cohen Associates Ltd, 16 Campions, Loughton, Essex, IG10 2SG

Call: 020 8418 9964

You also have the right to make a complaint to the Information Commissioners Office. You can make a complaint to them via their website www.ico.org.uk or by calling them on 0303 123 1113.

Changes to this privacy notice

We may review our privacy notice from time to time.

v 31012021