



GDPR & Data Protection Policy

Your Wills Team

Effective Date: 24 July 2025

1. Purpose of this Policy

Your Wills Team, part of Your Legal Team (“we”, “our”, “us”) is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and share personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Your Legal Team is a legal services provider based in the UK, offering support primarily to SMEs. For the purposes of data protection law, we are a data controller when we determine the purpose and means of processing personal data.

Contact details:

 info@yourlegalteam.org.uk

 www.yourwillsteam.org.uk

3. What Personal Data We Collect

We may collect the following categories of personal data:

- Identity data (e.g. name, title)
- Contact data (e.g. email address, telephone number, postal address)
- Business information (e.g. your role, company name)
- Case or matter-related information
- Communication data (e.g. emails, messages)
- Financial information (e.g. payment details)
- Website usage data (e.g. cookies, IP address, browser information)

4. How We Collect Personal Data

We collect personal data through:

- Direct interactions (e.g. email, contact forms, telephone calls)
- Engagements and contracts
- Website analytics and cookies
- Third parties (e.g. referrals, partners, publicly available sources)

5. How We Use Personal Data

We use your personal data to:

- Provide services and advice
- Communicate with you regarding matters and services
- Manage billing, accounts, and payments
- Comply with legal and regulatory obligations
- Improve our services and marketing communications

6. Legal Bases for Processing

We process personal data on the following lawful bases:

- Contractual necessity – for providing services or taking steps at your request.
- Legal obligation – where we must comply with legal duties.
- Legitimate interests – where we have a legitimate business reason, unless this is overridden by your rights.
- Consent – where required, such as for marketing communications.

7. Sharing Personal Data

We may share personal data with:

- Other professionals and experts working on your matter
- Regulators or authorities where required
- IT, cloud storage, and administrative service providers
- Our professional advisers and insurers
- Third parties where you have consented or instructed us to do so

We do not sell or rent your personal data to third parties.

8. Data Retention

We retain personal data only as long as necessary for:

- The purposes outlined in this policy
- Legal, regulatory, or contractual obligations

After this period, data will be securely deleted or anonymised.

9. Your Data Rights

You have the right to:

- Access your personal data
- Rectify inaccurate data
- Erase your data (“right to be forgotten”)
- Restrict or object to processing
- Data portability (in certain cases)
- Withdraw consent where processing is based on consent
- Lodge a complaint with the Information Commissioner’s Office (ICO)

Contact the ICO at www.ico.org.uk or 0303 123 1113.

10. Data Security

We take appropriate security measures to prevent unauthorised access, loss, or misuse of your data, including:

- Encryption of devices and files
- Secure cloud storage providers
- Access controls and passwords
- Staff training and confidentiality protocols

11. International Data Transfers

We store data within the UK or EEA. If any personal data is transferred outside of these areas, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or equivalent legal mechanisms.

12. Cookies and Website Tracking

Our website may use cookies or tracking technologies. You can control or block cookies through your browser settings.

13. Updates to this Policy

We may update this policy from time to time. The most current version will always be available on our website.

Contact Us

For questions, concerns, or requests relating to this policy or your personal data, please contact:

Data Protection Contact

Regan Peggs

 info@yourlegalteam.org.uk