

Privacy Notice

The following is the Privacy Notice covering this website pertaining to the National Association of Licensed Paralegals (NALP) and covers the privacy of all users of this website.

This policy contains details of how we collect, use and store data regarding users of the website, in compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations (e.g. EU Directive 2002/58/EC on Privacy and Communications).

Cookie Policy

A cookie is a small text file that is downloaded onto 'terminal equipment' (e.g. a computer or smartphone) when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions.

This website uses cookies to enable NALP to provide an enhanced service for our customers and users of our website. On first visiting our website, all users are asked if they agree to the use of cookies or be directed to this Privacy Notice for more information on the use of data via cookies and how to opt out (see below).

The cookies used collect the following information:

- IP address – in order to identify individual users for the purpose of marketing our services
- Length of the visit to our website
- The individual website pages visited – to understand the reason for the visit and identify the most and least popular pages

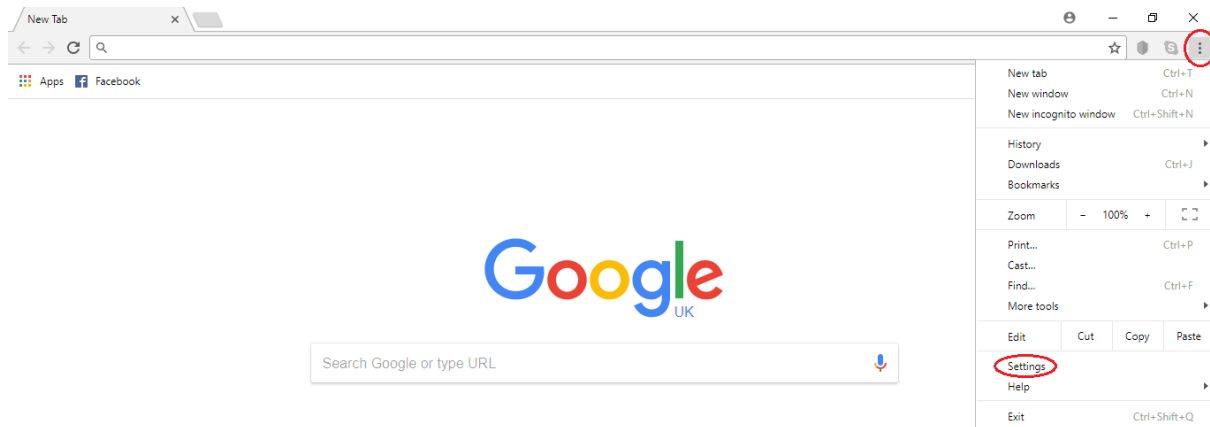
Google Analytics Opt-out

NALP uses Google Analytics to assist in the collation of data from users of our website. To provide website visitors the ability to prevent their data from being used by Google Analytics, Google have developed the Google Analytics opt-out browser add-on for the Google Analytics JavaScript (ga.js, analytics.js, dc.js).

If you want to opt out, download and install the add-on for your web browser. The Google Analytics opt-out add-on is designed to be compatible with Chrome, Internet Explorer 11, Safari, Firefox and Opera. In order to function, the opt-out add-on must be able to load and execute properly on your browser. For Internet Explorer, 3rd-party cookies must be enabled. Learn more about the opt-out and how to properly install the browser add-on [here](#).

Disabling Cookies

If you would like to opt out of, or restrict the use of cookies when visiting our website, you are able to adjust the settings in your Internet browser to do this. Exactly how this is done will depend on which browser you use for access to the Internet. Each browser has its own variation on how this can be achieved, but it is usually under 'Settings' which can be found at the end of the Search bar, e.g. on Chrome it is found as follows:



You then need to go to “Advanced”, then “Privacy and Security”, then “Content Settings” and “Cookies” and choose the most appropriate setting for yourself.

Users should check their Internet browser for details of how to amend, remove or restrict the use of cookies on their computer, tablet or other internet enabled device.

Contact & Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, in line with the Data Protection Act 1998. Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk.

NALP uses any information collected via this website, or otherwise submitted by you to ourselves, to provide you with further information about the products and services we offer, to assist you in answering any questions or queries you may have or to otherwise enhance your customer experience with us.

We will never pass your details to any third parties without your express prior permission, other than our own legal trading arms or subsidiaries. Should any unaffiliated third parties contact you claiming to have garnered your information from ourselves, please contact us immediately at admin@nationalparalegals.co.uk so that we may take the appropriate action.

Email Newsletter

This website operates an email newsletter program, used to inform subscribers about products and services supplied by this website. Users can subscribe through an online automated process should they wish to do so but do so at their own discretion. Some subscriptions may be manually processed through prior written agreement with the user.

Subscriptions are taken in compliance with UK Spam Laws detailed in the Privacy and Electronic Communications Regulations 2003. All personal details relating to subscriptions are held securely and in accordance with the Data Protection Act 1998. No personal details are passed on to third parties nor shared with companies / people outside of the company

that operates this website. Under the Data Protection Act 1998 you may request a copy of personal information held about you by this website's email newsletter program. A small fee will be payable. If you would like a copy of the information held on you please write to the business address at the bottom of this policy.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity.

This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to un-subscribe at any time through an automated system. This process is detailed at the footer of each email campaign. If an automated un-subscription system is unavailable clear instructions on how to un-subscribe will be detailed instead.

External Links

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites, similar to; www.kingstrains.co.uk or [Kings Trains Models.](#))

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls [web addresses] (this is an example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Resources & Further Information

- Data Protection Act 1998
- Privacy and Electronic Communications Regulations 2003
- Privacy and Electronic Communications Regulations 2003 – The Guide
- EU Directive on Privacy and Electronic Communications
- NALP Data Protection Policy

NALP

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