

Top 3 Legal: Privacy Policy

Introduction and Scope

This privacy policy tells you about how we'll use the personal data that you provide to us (referred to in this policy as **"your personal data"**), why we use your personal data in this way, who it will be shared with and other important information.

Please read this policy carefully. By registering with us and / or using Top 3 Legal, you accept the terms and conditions of this privacy policy.

"Top 3 Legal" is a web application designed to facilitate:

- law firms and lawyers in providing information to clients and targets to maintain and build client relationships; and
- clients to manage better their use of external lawyers.

Top 3 Legal is owned by Top 3 Legal Limited ("**we**" or "**us**") (company number 10589045). Our registered office is at 3rd Floor, 1 Ashley Road, Altrincham, Cheshire WA14 2DT.

We are data controllers in respect of your personal data.

Your personal data

Use of your personal data

We use the personal data that we have about you to provide, support, personalise and develop the Top 3 Legal service for you and other users and to enable communication between users within the functionality of Top 3 Legal.

How we use your personal data will depend on which category of user you are and the choices that you make in your profile and settings.

Lawyers

The Top 3 Legal database is populated with basic information about lawyers in leading firms (lawyer name, location, role etc.). This information is all publicly available from the relevant firm's / organisation's website but is repeated on Top 3 Legal to provide clients with another means to access this key day-to-day contact information and to facilitate profile adoption, extended profiles and client recommendations.

Lawyers who elect to adopt their free basic profile or to set-up an extended (premium) profile will provide additional information during registration on and /or use of Top 3 Legal (or this may be done on their behalf by their organisation's primary user and / or an admin user using "assisted setup" (unless the user has disabled this feature from their settings)).

The information above is used to provide basic or extended profile information (as the case may be) to users who can then search for your profile and make recommendations where appropriate.

Law firm / organisation profiles

The content of these profiles is managed and controlled by the relevant primary user of the law firm / organisation plus any other users in the law firm / organisation that the primary user gives editing rights to.

Clients

Similarly, for client users, clients will provide additional information during registration on and /or use of Top 3 Legal relevant to setting up a profile and then using Top 3 Legal as a registered user (or this may be done on their behalf by their organisation's primary user and / or an admin user using "assisted setup" (unless the user has disabled this feature from their settings)).

Client use includes the key features of making recommendations, sharing recommendations with colleagues and /or network, adding notes about lawyers and using the advanced search features to search for recommended lawyers by location and work type.

Communicating with you and use of data

We won't provide your contact information to third parties

We won't sell, share, transfer or distribute your personal data without your consent, except in the ordinary course of providing Top 3 Legal's services or where required by law or regulation to do so. In particular, we won't provide your email or contact details to any third parties for them to be able to market to you or for any other reason, except with your consent.

Top 3 Legal: system communications

We'll use your contact information to provide you with Top 3 Legal services, including communicating with you via the web app, web app generated email or general email in relation to creating your profile, your day-to-day use of the Top 3 Legal services (e.g. notifications), and providing support services and as otherwise permitted by our Terms and Conditions.

Top 3 Legal: non-system communications

We may also use your personal data (email) to contact you to update you on the services provided by Top 3 Legal (and / or its affiliates or partners) including new features.

Opt outs

You may opt-out of non-system communications at any time by clicking the relevant “unsubscribe” option on the email or by contacting us at support@top3legal.com.

System communications are integral to the functioning of the Top 3 Legal services and your user experience. To avoid system communications, you will need to deactivate your profile or, where relevant, change your settings. To do this please contact support@top3legal.com. Please note that should you choose to reactivate your profile at a future date there would be an administrative charge at the then current rate.

Transfer intra-group and or with a transfer of undertaking

There are three exceptions in relation to providing your personal data (or other information inputted into the Top 3 Legal web app) to third parties.

Firstly, we may transfer your personal data (or other such information) to any companies within our group of companies (subject to the same provisions on how that personal data (or other such information) is then used as apply to Top 3 Legal Limited then applying to the transferee group company).

Secondly, if we transfer the whole or a material part of the Top 3 Legal Limited business, assets or undertaking then we may also share your personal data (or other such information) with the prospective seller or buyer and your personal data (or other such information) will be one of the transferred assets.

Thirdly, we may share your personal data (or other such information) if we believe it is required by applicable law, regulation, operating agreement, legal process or governmental request.

Cookies

We use cookies and other identification technologies for purposes described in this policy.

Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. We use / may use cookies and similar technologies for purposes such as:

- Authenticating users

- Remembering user preferences and settings
- Determining the popularity of content
- Delivering and measuring the effectiveness of advertising campaigns
- Analysing site traffic and trends, and generally understanding the online behaviours and interests of people who interact with our services.

Your rights over your personal data

You have rights in relation to your personal data. Your overriding right is to control your own profile so, if you've any concerns or issues that are not capable of being addressed via your profile editing or settings, then you can contact us for your profile to be suspended or removed.

Your rights include:

- **To be informed about how your personal data will be used** (at no cost to you). This privacy policy seeks to provide you with that information, but if you've any queries or concerns, please contact us.
- **Access to your personal data** (at no cost to you, unless your request is manifestly unfounded or excessive, in which case we can charge you a reasonable fee or not respond to your request). All your personal data should be accessible to you in any event via your profile.
- **Rectification** (upon your request) if your information is inaccurate or incomplete. Again, you control your profile and so should be able to action this yourself.
- **Erasure**. In certain circumstances, you've the right to ask us to delete your personal data that we hold. This would be effected by removing your profile (or the relevant data) from Top 3 Legal. If this happens, then you may lose any recommendations you've already received from client users. If you subsequently register a new profile, then this would be subject to a new registration charge at the then prevailing rate.
- **To restrict processing**. In certain circumstances, you've the right to ask us to restrict processing. These include if you contest the accuracy of information we hold about you or if you object to our use of your information. As above, this is likely to be effected by suspending or deleting your profile.
- **Data portability** (at no cost to you). If you request it (and it's technically feasible), we'll transmit your personal data from our systems to a third party's system in a safe and secure way (this only applies to information you've provided to us for the performance of our agreement with you or with your consent).

Data storage, security & retention

Data storage

The information that we collect from you will be stored on our secure servers, which are located in the UK.

Data on Top 3 Legal may be accessed via the web from anywhere in the world.

Security

We employ security measures to protect the information you provide to us to seek to prevent access by unauthorised persons and unlawful processing, accidental loss, destruction and damage.

When you've chosen a password allowing you access to certain features of Top 3 Legal, you are responsible for safeguarding it and keeping it confidential and you undertake not to allow it to be used by third parties. Unfortunately, the transmission of information via the internet is not completely secure. Although we'll take steps to protect your personal data and other information you input into the Top 3 Legal web app, we cannot guarantee the security of any such information you disclose online. You accept the inherent security implications of using the internet and won't hold us responsible for any breach of security unless we have been negligent and only within the limits set out in the Top 3 Legal terms and conditions.

Data retention

We'll keep your personal data while your account is in existence or as needed to provide the Top 3 Legal services. If your account is suspended or removed (so that it's not accessible to Top 3 Legal users) then, subject to applicable laws, we'll retain the profile information for a reasonable period afterwards prior to its permanent deletion. In the event of fraud or improper use by a person resulting in a profile being suspended or removed, we may retain relevant data to prevent a new account being registered by or on behalf of the same person.

Complaints

You have the right to lodge a complaint with the Information Commissioner's Office where your personal data has been or is being used in a way that you believe does not comply with applicable data protection laws. We encourage you to contact us before making any complaint and we'll seek to resolve any issues or concerns you may have.

Changes to our privacy policy

We may make changes to this privacy policy at any time by posting a copy of the amended policy on the Top 3 Legal website. Any changes take effect from the date on which we post the amended terms. Your continued use of Top 3 Legal means that you agree to be bound by the amended policy.

We encourage you to periodically review this privacy policy for the latest information on our privacy practices.

Links to third party applications and/or websites

This privacy policy applies to Top 3 Legal only and does not apply to other third-party applications and / or websites that can be accessed from Top 3 Legal.

Top 3 Legal may contain links to and from the applications and / or websites of our partner networks, advertisers and affiliates. They are merely for information purposes. If you follow a link to any of these applications and / or websites, please bear in mind that they have their own privacy policies and that we assume no responsibility or liability arising from their policies.

Contact information

To contact us for any reason, please write to us at our registered office or you can email us at support@top3legal.com.

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