



Online Discount Club
Customer Loyalty Reward
Terms & Conditions

Terms & Conditions – Customer agreement

We / Us = Online Discount Club is a trading style of My Legal Club Limited and is authorised and regulated by the Financial Conduct Authority (FRN834278) and registered office: First Floor 20 Chapel Street Liverpool L3 9AG

You = The Purchaser e.g. the mortgage broker, brokerage, estate agent, etc

Would you prefer this information in large print, on disk, or in Braille? email info@mylegalclub.co.uk or information about the accessibility of our products and services.

Terms & Conditions

Definitions

“Client”

A person or persons who have signed terms of business with the purchaser and is classed as a client of the purchaser.

“Enquiry”

A message sent to us requesting more information or submitting a legal advice query

“GDPR”

The General Data Protection Regulation 2016/679 incorporated in English Law via the Data Protection Act

“Length of Contract”

1-month rolling

“Minimum Term”

30-days and then 7-day written notice period for cancellation

“Panel Solicitor”

A Solicitor selected by My Legal Club and one which has signed our panel solicitor agreement

“Purchaser”

The person or party agreeing these terms and conditions and responsible for payment of our fees. The purchaser is not limited to but includes mortgage brokers and estate agents.

“User”

A visitor to any website linked to us or any of our trading styles

My Legal Club are not liable for any of the information and content included on www.mylegalclub.co.uk any trading styles, social media pages, newsletters or blogs. Every effort is made to ensure the content is accurate and we will amend any content which is out of date, inaccurate or misleading as soon as possible once we have become aware of the same. None of our content constitutes legal advice and we are not a solicitor’s practice. The information and content are purely for illustration and independent legal advice should always be taken before any action, or inaction, which could have any legal consequences.

A) Background & Summary

Your clients will receive the following benefits:

Online Discount Club – Lifetime Membership – FREE

- Free access to Online Discount Club
- Discount codes saving £££'s with leading UK retailers
- Additional unique offers, discounts, and savings not available on the portal sent via email
- Free Club Individual gift card and app for savings and discounts in leading UK restaurants
- My Legal Club membership

Next Steps:

1. You will receive a thank you email confirming receipt of the order.
2. Then a separate email to circulate to your clients explaining how they access their benefits via your customer loyalty reward.

Pricing, length of term and free trial periods:

When you sign up you will be asked to review, and if happy agree our Terms and Conditions, and as you proceed to then provide your payment details via GoCardless. We do not control the date upon which payments are taken. We do not hold any banking or card information or participate in the transfer of information between any person and GoCardless as these details are confirmed directly to GoCardless during our signing up process.

The subscription has a 1-month minimum term.

The agreement will auto-renew each month and a 7-day notice period will apply thereafter.

Further details regarding cancellation and notice periods are included within these Terms and Conditions.

B) Pricing:

Our prices are dictated by the number of completions you make on average.

We provide services for the maximum number of completions each month in each range.

We allow 20% leeway in respect of the range – e.g. if you go over by 20% or less each month we will not penalise you.

If you require an upgrade to your number of completions please email us at info@mylegalclub.co.uk

Further information is enclosed at Section 5 “Payments”

C) Opt In

When the clients sign up with us (separately to this process) they are asked to agree the terms and conditions which enable us to pass on their details via an email introduction to our commercial partners whom offer services and discounts to them, Club Individual, Radox Health and any other business or benefit partners.

D) Disclaimer

We will not knowingly introduce your clients to our solicitors to pursue an action against you. If we are aware, by the client, or by you, that the person has located a solicitor via a direct introduction by us we will notify the panel solicitor accordingly. Your clients are entitled to instruct a solicitor of their choice and if they select a solicitor of their own choice there is nothing we can do.

We arrange benefits from third parties on behalf of our members and to form part of the My Legal Club membership.

There are separate terms and conditions which apply to these third parties, e.g. solicitors, the legal document library, etc.

We cannot guarantee the provision, availability, quality, execution of services from third parties. We will not offer any reduction in our membership periods, refunds, discounts or service any cancellations where a third-party benefit previously associated with the membership has been cancelled or withdrawn.

These terms and conditions should be read in conjunction with our terms of use, privacy policy and disclaimer all available in the bottom headings on our website.

The discounts offered by our panel solicitors are also subject to change and government reform.

To the extent permitted by law, we hereby exclude, any liability for the services, availability, performance, execution, conduct relating to any third party and/or the content on our website:

1. all conditions, warranties and other terms which might otherwise be implied by statute, common law or the law of equity.
2. any liability for any direct, indirect or consequential loss or damage incurred by any customer in connection with our site or in connection with the use, inability to use, or results of the use of our site, any services or websites linked to it and any materials posted on it, including:
 - o loss of income or revenue or profits or opportunity
 - o loss of data
 - o loss of goodwill
 - o wasted time, even if foreseeable, provided that this condition shall not prevent claims for loss of or damage to your tangible property or any other claims for direct financial loss that are not excluded by any of the categories set out above.
3. This does not affect our liability for death or personal injury arising from our negligence, nor our liability for fraudulent misrepresentation or misrepresentation as to a fundamental matter, nor any other liability which cannot be excluded or reduced under applicable law.

E) How the benefits operate for your clients

We will provide you with a standard email you can send to your clients.

This will include a link, 100% off discount code, and further details.

Your client can click on the link, review the terms and conditions, register as a member, copy and paste the discount code in to the relevant field, and then sign up.

They will receive a series of welcome emails explaining how to access all of the benefits.

F) Cancelling

To cancel please confirm your name, company name, email, address and:

Email us at info@mylegalclub.co.uk

OR

Write to us at 1st Floor 20 Chapel Street Liverpool L3 9AG

OR

Complete our cancellation form at the bottom of these terms and conditions and a link will be provided to this in your welcome email.

Users, understand and accept, that My Legal Club can only assist with legal services enquiries in respect of England & Wales. Users from locations outside of England & Wales do so of their own accord and at their own risk. No refunds will be made for users outside of England & Wales.

G) Terms

You understand and agree to the following.

1 What this agreement covers – This agreement covers the use of My Legal Club, www.mylegalclub.co.uk, Online Discount Club, The Mortgage Broker Club, the online legal document library, any social media channels, trading styles of My Legal Club, any blogs/newsletters and the Paying Membership and any legal enquiries that are forwarded to My Legal Club. The Agreement does not relate to any agreement between you and a panel solicitor or other third party.

2 How this agreement is made up –This agreement is made up of the following parts, each of which you must keep to.

a the subscription price plans, extra services and minimum length of contract;

b the price plan charges as per these terms and conditions. The price of the subscription charges is confirmed prior to you signing up and during your checkout process.

3 Length of this agreement – This agreement will start when you complete the checkout journey on My Legal Club website or App. One of the ways that My Legal Club may end this agreement is by giving the member 30 days' written notice. The member may also end the agreement by giving My Legal Club 7-days written notice after the expiry of a minimum period. The other reasons for this agreement coming to an end are shown in clause 9 of these conditions.

4 Charges –You agree to pay all charges due under this agreement. All these charges are parts of the price you must pay for the package of services you receive from us. Payment is to be made via the collection mechanism on the My Legal Club website. Failure to complete these details correctly leading to a failure to pay My Legal Club will lead to the membership failing to register with My Legal Club or a debt being due to My Legal Club for unpaid fees in the event that the membership is approved and completed without payment being received. If this agreement ends before the end of the minimum period (whether by us or you), you must still pay all charges until the end of the minimum period. This applies when this agreement comes to an end in clause 9, except in the following situations.

- Either of us end this agreement under clause 9a.
- If you end this agreement under clause 9b.
- If we end this agreement because we are permanently unable to provide the services to you.

In these three situations you do not have to pay all charges until the end of the minimum period. Any legal charges by panel solicitors and/or legal document charges are not dealt with under this agreement as they are dealt with directly by the third party involved e.g. the solicitor.

5 Charges – the fee due is that which is confirmed on our website (www.mylegalclub.co.uk) at the point of sale and confirmed in the checkout section when you complete your bank details for a monthly payment plan or annual subscription.

6 Other – You are over 18 years of age and you understand that this agreement. You confirm that you are a resident of England & Wales OR you are aware that many of the benefits will not be available to you outside of England & Wales but wish to proceed in any event. You agree that we may use your personal information as described in clauses 13 / 14, within the Privacy and GDPR statement attached to this Agreement. You confirm that you hold all relevant qualifications to carry out the services you specialise in. you must not act in a way that may result in us incurring any criminal or civil liability. Nothing in this

Agreement shall be construed as creating a partnership between us. Nothing in this Agreement shall be construed as creating the relationship of principal and agent between the Client and the Consultant.

H) Pay monthly conditions

1 Terminology explained

We, our or us – My Legal Club Limited.

You – our customer responsible for paying the fees due

Agreement – these conditions, the charges, and terms and conditions.

Charges – charges for services. These include the monthly charges (paid for a month in advance unless we say otherwise). Any payments for legal documents or any other items on the site will be paid for at the time of purchase and are not included within the membership unless otherwise stated/amended.

Price plan changes will be made in writing and we reserve the right to increase subscriptions with 30 days written notice.

Services – As provided for by us

2 Your agreement period

a We'll continue to supply you with, and you must pay the charges for, the services until we or you end this agreement in line with clause 9.

b If this agreement ends before the end of the minimum period (whether by you or us), you must still pay all charges until the end of the minimum period. This applies when this agreement comes to an end in clause 9, except if:

- we end this agreement under clause 9a; or
- you end this agreement under clause 9b; or
- we end this agreement because we are permanently unable to provide the services to you.

3 Services

a We will try to give you the services when you want them but from time to time the site will be down for upgrades, repairs, or due to forces beyond our control. As an example, the Legal Document page is owned by Epoq Legal Limited using their trading style "Direct Law". We accept no liability nor responsibility for the availability of the site, the content and quality of the legal documents themselves and any liability and/or action relating to the legal documents will need to be taken directly against the third party and / or their professional indemnity insurers. Any benefits received from third parties cannot be guaranteed. Any issues in respect of these third-party services need to be directed to the relevant third party. No refunds, liability or responsibility is, or shall be, accepted by us for any downtime, failure or losses suffered as a result of these third-party services.

b The benefits of our memberships are subject to change. Whilst we will endeavour to keep all parties updated in respect of changes to the services clients may benefit from, the responsibility is that of you to ensure you are up to date with the up to date benefits and rewards offered by us. We can not guarantee, affect, or control the delivery, performance, and results of any third-party service, not limited to but

including the legal document library, the Online Discount Club Portal, Club Individual, etc. We will not incur any liability or issue any refunds for changes to benefits or the unavailability, quality control issues with any and all of the benefits.

4 Using our services – the rules

a It's your responsibility to make sure you keep to this agreement, and you follow our instructions on using our services.

b You must never use our services for anything we would consider is abusive, illegal, fraudulent, or a nuisance. Also, you must never use them for any criminal activities.

c You're not allowed to allow anyone to use or sell all or any part of our services to anyone else other than the clients to which this agreement relates.

d We've allocated you a unique discount code for your clients and our services and membership. This is unique to you and not to be used by other persons.

e We are not responsible nor liable for the conduct, actions, charges or performance of the legal document service, the panel solicitors nor any third party offer we have on the site. Every effort is made to perform due diligence on commercial partners and hold them to strict standards of performance and behaviour.

5 Payment

a You must pay any charges, by direct debit or standing order, in line with the payment plan you have selected when you signed up (e.g. monthly or annual). Our website uses Go Cardless for payments and we store no bank account details or card details. We do not accept any other forms of payment.

b If you owe us any money, and you do not have valid reasons for disputing the payment, we may charge you interest. We charge interest daily at the rate of 2% above the base rate of Barclays Bank each year. We may also charge you reasonable administration costs as a result of you paying your subscription late or failing to pay it.

c Reductions in the number of completions, leading to you falling into a lower price band, will not result in a reduction of our subscription charges unless you email us confirming you require a reduction. We require at least 7-days written notice.

d Increases in the number of completions up to and including 20% of your monthly client credits will not result in an additional charge. We reserve the right to invoice you for payment in respect of any completions over 20% of your monthly subscription.

6 Changing charges and terms (not including increases to the number of clients as per 5 above)

a We may occasionally change or introduce new charges. If we believe any change in our charges will not disadvantage you, we may include it without telling you. However, if we increase our charges within the standard pricing table, we'll give you at least 30 days' notice and you will have the same period of notice to cancel if you do not agree with any price increases.

b We may change or withdraw services at any time, and we may change or introduce new terms to this agreement at any time. If these changes are to your significant disadvantage, other than those listed in Section 5 above, you may have a right to end this agreement under clause 9b and we'll tell you if you do.

c We may need to change your discount codes. We will let you know if this is the case.

7 Suspending our services

a We can suspend or restrict your use of any of our services if:

- we believe our services are being used in a way we do not allow under this agreement;
- you have not kept to this agreement (for example, you fail to pay any charges when due);
- we believe that you have entered into this agreement fraudulently and/or you allow other people to use your username and password or you go into liquidation or an administration order is made, or a receiver is appointed over any of your assets;
- you do anything (or allow anything to be done) which we think may damage or affect the operation of our services; or
- the law or regulation is passed which means we need to do so.

b We will try to tell you when we suspend or restrict your use, but we do not have to.

c When we suspend or restrict your use, this agreement will continue, and you still must pay all charges due during any period when we suspend or restrict the service. As an example, we may need to upgrade the website and/or make amendments resulting in downtime.

8 No Credits if there is a failure of the service

a no refund or credits are available for loss of use of the site or services.

9 Ending this agreement

a You may end this agreement by giving 7-days notice in writing. Your notice must include your name, email address, from your authorised email account or be confirmed in writing with any appropriate security details. You must pay the charges during the notice period and will still be liable for any fees if you are either within the minimum term and/or in the notice period.

b You may end this agreement by writing to us if:

- we don't do something fundamental that we should have done under this agreement;
- we tell you that the subscription charges to the standard pricing table will increase, and you provide us with the relevant notice in writing for 30-day cancellation of your subscription.
- we change this agreement to your significant disadvantage including changing or withdrawing services (we will tell you if this is the case) and you write to us within one month of us telling you about the change. This does not apply if the change or withdrawal relates to services which you can cancel without us ending this agreement and does not affect the minimum term.

c We may end this agreement with 30 days written notice at any time by writing to you if:

- you do anything (or allow anything to be done) which we think may damage or affect the operation of our business;
- within seven days of us asking you in writing, you do not do something fundamental that you must do under this agreement (for example, pay the charges when they are due); or

- we are permanently unable to provide the services to you.

d When this agreement comes to an end:

- we will cancel your membership
- you will have to pay immediately all charges you owe on the date we end your subscription; and
- you must still pay all the charges until the end of the minimum period. This applies when this ends in clause 9, except if:

o we ended this agreement under clause 9a; or

o you ended this agreement under clause 9b; or

o we ended this agreement because we were permanently unable to provide the services to you.

In these three situations you do not have to pay all charges until the end of the minimum period.

e If this agreement ends before the end of the minimum period, and you pay us the charges for the rest of the minimum period in one lump sum.

10 Liability and exclusions

a We are legally responsible to you if our negligence causes death or personal injury.

We will not be legally responsible to you for:

- loss of income or profits;
- loss of use of the services;
- lost business or missed opportunities; or
- any loss or damage that is not directly caused by us or which we could not reasonably expect at the time we entered into this agreement with you.

We will not be legally responsible to you if we cannot provide the services because of something outside of our reasonable control.

b Except for fraud or where our negligence causes death or personal injury, we will not pay more than £40.00 or 150% of the charges in the previous 12 months, whichever is higher, for each claim or a series of related claims.

c If you are a consumer, the terms of this agreement will not affect any rights which you may have under any law and which we cannot exclude under any agreement.

11 Personal information

a We and our group companies may use your information to:

- ensure you are receiving any services or benefits applicable from third parties, manage your account, carry out customer-care activities and train our staff, including monitoring calls, emails or text messages that you send us;
- monitor the quality and security of the site and test and maintain our IT systems;
- analyse your use of the services for marketing purposes, including, but not limited to, the pages of our site you look at and the services you purchase as well as your browsing history and use of our websites;

b For more details on how we use your information, please read the Privacy and GDPR statement at the end of this Agreement.

12 General

a We may transfer this agreement to anyone at any time. However, you can't transfer this agreement to anyone unless we've agreed in writing beforehand. We will not unreasonably refuse this request.

b If you or we fail to enforce our rights under this agreement, it will not prevent you or us from taking further action.

c When you email us with a legal enquiry you are accepting that we shall pass that information on to as many of our panel solicitors as we so choose. If you purchase legal documents, contact any of our commercial partners offering special services or discounts you will be subject to their terms and conditions not those of My Legal Club. Members will be entitled to a discount from our panel solicitors on any legal work that is processed by them. Such discounts will change from time to time and the SLA (Service Level Agreement) we hold with the solicitors is included below under the heading SLA for paying members when dealing with panel solicitors. The amount discounted to members will be confirmed by the panel solicitor and is the responsibility of the panel solicitor to do so. My Legal Club cannot confirm that such discounts will be in place throughout the course of the membership or at the same values as they are subject to change.

d We'll send you notices in accordance with your instructions and instructions when you join be it by post, text or other form of electronic message and will assume that you have received them 48 hours after we have sent them. We'll send all written notices served by email to the address you have given. You must tell us about any changes to your email address. If you want to write or email us, please use the registered office address. You can then assume we have received these notices 48 hours after you have sent them.

e If you have a complaint, please contact us at info@mylegalclub.co.uk

We will do our best to sort out your issues. If we cannot sort out the issue, you may ask that the matter is referred to an independent ombudsman under our Complaints Policy which is available on our website or by contacting us. You or we may bring legal proceedings in a court in the UK to sort out a dispute under this agreement. My Legal Club cannot guarantee nor control the legal advice or the success thereof in respect of any instructions granted to solicitors or lawyers. The information and content on our website, and additional channels, is provided by My Legal Club Limited and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

The information contained in this website is for general information purposes only.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you can link to other websites which are not under the control of My Legal Club Limited. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

My Legal Club Limited takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

f This agreement is under English law.

Contact us by

Email: info@mylegalclub.co.uk

Post: My Legal Club Limited

Registered Office – 1st Floor 20 Chapel Street Liverpool L20 9AG

Company Number – 09750088

Authorised and regulated by the Financial Conduct Authority (FRN834278)

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Privacy and GDPR Statement

My Legal Club (MLC) its trading styles, its subsidiaries, and group (collectively, “us” or “we”) understand that your privacy is important to you. We are committed to respecting your privacy and protecting your personal data, which is any information that can identify you as an individual person, collected via all websites or apps that post a link to this Privacy Policy (collectively, “the Sites”). This Privacy Policy describes how we handle and protect your personal data in connection with the Sites, in our capacity as data controllers. Please see our Terms of Use at www.mylegalclub.co.uk for more information about our online terms and policies in general.

We acknowledge and agree that any personal data appertaining to our client’s that the company handles will be processed in accordance with the applicable UK Data Protection laws in force and the General Data Protection Regulations (GDPR) which apply from 25th May 2018.

My Legal Club Limited | www.mylegalclub.co.uk

We have other trading styles of the company which do not conduct any regulated activities. They are therefore not registered with the FCA but it is important we notify you of our other trading styles.

Employee Benefits Club

Business Legal Club

Business Services Club

GDPR Protection

The Mortgage Brokers Club

The Estate Agent Club

Online Discount Club

All the above will be referred to as MLC/we/us throughout this document.

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Registered Office: 1st Floor 20 Chapel Street Liverpool L3 9AG.

Email address: info@mylegalclub.co.uk

My Legal Club and the logo is a registered trademark number 2657924 My Legal Club is a claims management company and only undertakes marketing activities that comply with the Solicitors Regulation Authority Code of Conduct 2011 (in particular, Chapter 8 – Publicity). Any solicitor we refer you to is an independent professional from whom you will receive impartial and confidential advice. You are of course free to choose another solicitor. We may receive payment from third parties (including solicitors) for passing on leads (i.e. by passing customers details to third parties and/or passing third parties’ details to customers).

Information We Collect

MLC collects personal data through our websites, by telephone, through email, newsletter registrations, and through any related social media applications. The personal data collected varies and may include information that you provide, such as your name, mailing address, e-mail address, telephone number, fax number, and background information required for us to provide services and ensure you receive a response to your services inquiry or purchase. We consider all of our websites to be UK-based websites unless otherwise stated.

For instance, by registering for MLC newsletters or alerts and ticking the relevant opt-in boxes, you agree to receive the correspondence to which you have subscribed at the e-mail address that you provided at registration until such time as you opt-out. Only MLC or its agents will contact you using this e-mail address. We will send e-mails to this address related to your registration.

We may also automatically collect information about the devices you use to interact with our Sites. The information we automatically collect may include IP address, device identifier, web browser, and browsing information collected through cookies, web beacons, pixels, clear gifs, and other similar technologies (collectively "Cookies and Other Tracking Technologies") on our Sites. We may also automatically collect information about how you use the Sites, such as what you have searched for and viewed on the Sites. The information automatically collected will be associated with any personal data you have provided.

Use Of Information

The personal data we collect may be used where we have your specific consent to do so, or where MLC has a legitimate interest in or another legal basis for processing such information.

As an example, it may be to provide you with information after receiving a request, or a subject matter we consider relevant to your request. It could be to commence and complete the servicing of your needs via products or services. It may be to comply with contractual obligations between us. It may also be to ensure the secure operation of our business and safe communications between the parties.

In some situations, the collection of personal data may be required to process your requests to participate in conferences and events, personalise content that you view or receive on the Sites, evaluate and improve our services, distribute newsletters and alerts to you (if you have opted in for this service), analyse the Sites' performance and functioning, publish your letters to the editor or comments, prevent fraud, enforce our terms of use, comply with all applicable laws and corporate reporting obligations, enforce MLC's agreements, and accomplish other purposes you may initiate or request.

MLC may use first- and third-party Cookies and Other Tracking Technologies to manage our Sites and our services and collect analytics about how you use them. The information provided throughout this Privacy Policy about cookies also applies to these other tracking technologies. Please refer to our Cookie Policy for more details regarding our use of cookies.

We collect, use and are responsible for personal information about our clients. When we do this, we are the 'controller' of this information for the purposes of the General Data Protection Regulation 2018 and other applicable Data Protection Laws.

What do we do with this information?

Information Collected By Us

When carrying out our function we require all firms to ensure and indemnify that they have the relevant data and GDPR consents to enable us to access any files, paper, systems, or IT where they hold such data. When clients contact us, we obtain as part of our terms of use permission to pass their details on to solicitors on our panel.

Information Collected From Other Sources

We also expect to collect information from other sources:

Affiliates / Introducers

Funding and Insurance companies

The Courts and Government Agencies

Barrister's Chambers and counsel

Accountants

IFA's

Experts

Consultants

Courier Services

Costs Drafting Firms

IT Support

How we use client's personal information

Some data will be shared with third parties as per this privacy policy.

All businesses must adopt the following tests in respect of personal data and information:

The purpose test – is there a legitimate interest?

Necessity test – is the processing necessary?

Balancing test – is the legitimate interest overridden by the individual's rights or freedoms?

Please email us at info@mylegalclub.co.uk if you require more information regarding how we consider and apply these tests.

We use the client's personal information to provide our services in our capacity and to act upon our client's instructions.

When clients contact us via any of our websites, we obtain as part of our terms of use, permission to pass your details on to our panel members and partners to provide this service. E.g. in My Legal Club an individual may require legal advice on divorce. Via the GDPR protection website, a company will receive a GDPR report and free no-obligation quote from a solicitor in respect of the implementation of their GDPR compliance systems and processes. We cannot deliver the services you have requested and agreed to without introducing you to our partners who provide various services, e.g. the restaurant discount vouchers.

Whether Information Must Be Provided By The Client, And Why?

The personal information as listed above must be provided by the client to the company, to enable us to act upon instructions. When we collect information from a client, the company will inform the client whether they are required to provide this information to the company.

Legal Reasons We Collect And Use A Client's Personal Information

We shall process personal data as necessary to perform our contract for the relevant service with our client's, to take steps at the client's request before entering into it. To decide whether to enter the agreement or to manage and perform the indenture and to update the company records.

Who Will We Share A Client's Personal Information With?

We also may share your personal data with third party service providers who perform services and functions on our behalf to support our interactions with you, including, for example, solicitors to provide you with advice, or communicating with you. These third-party service providers are not permitted to use or disclose your personal data except as necessary to perform services on our behalf or to comply with legal requirements.

In addition, we may disclose information about you:

If we are required to do so by law or legal process;

To law enforcement authorities or other government officials;

When we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity;

If disclosure is necessary to protect the vital interests of a person;

To enforce our Terms of Use;

To protect our property, services and legal rights;

To prevent fraud against MLC, our subsidiaries, affiliates and/or business partners;

To support auditing, compliance, and corporate governance functions; or

To comply with all applicable laws.

We maintain processes designed to ensure that any processing of personal data by third party service providers is consistent with this Privacy Policy and protects the confidentiality, availability, and integrity of your personal data.

In addition, we may disclose or transfer your personal data in the event of a re-organisation, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.

Client Rights

Under the General Data Protection Regulation, a client of ours has several important rights that can be exercised free of charge. In summary, these rights are:

Transparency over how the company uses personal data and fair processing of that information;

Access to personal information and other supplementary information;

Require the company to correct any mistakes or complete missing information we hold on the client;

Require us to erase any personal information in certain circumstances;

Receive a copy of the personal information provided to the company by a client or have this information be sent to a third party, this will be provided to the client or the third party in a structured, commonly used and machine-readable format;

Object at any time to processing of a client's personal information for direct marketing;

Object in certain other situations to the continued processing of a client's personal information;

Restrict our processing of a client's personal information in certain circumstances;

Request not to be subject to automated decision making which produces legal effects that concern a client or affect a client in a significantly similar way.

Further information about rights under the GDPR can be seen in the Guidance from the Information Commissioners Office on Individual' rights under the GDPR.

If a client wishes to exercise any of these rights, please:

Email call or write to us at MLC

Provide information so that we can identify you

Let us have proof of your identity and address;

State the right or rights that you wish to exercise.

We will respond to you within one month from when the company receives the request. Please note if you wish to unsubscribe from any email you can do so by sending an email to MLC with the subject "UNSUBSCRIBE". It may take up to 30 days for this to become effective. Please make sure that you include ALL email addresses, phone numbers and addresses which you want unsubscribing.

How To Make A Complaint?

We hope that our Data Protection Officer can resolve any issues or complaints that arise. Please get in touch if you have any concerns (see 'Get in touch' below).

The General Data Protection Regulation also gives a client the right to lodge a complaint with a supervisory authority, in the European Union (or European Economic Area) state where the client work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office who can be contacted at <https://ico.org.uk/concerns/>.

Security & Storage

Our websites and web applications are hosted in the EU. We utilise various worldwide CRM systems – many of which are based in the US but operate internationally.

In all instances, we have appropriate contractual and security measures in place to ensure that personal data is protected.

All of our partnerships are EU-based or with companies subject to the EU-US Privacy Shield Framework.

We utilise international third-party providers to assist us with payment gateways, payment collection, memberships, newsletters, subscriptions, and CRM's containing the relevant data.

The company take the security of personal information seriously. It has security measures in place to ensure that their paper and computer systems and databases are protected against unauthorized use, loss or damage.

We do not however have the ability to protect your devices, methods of holding logins and passwords, emails, and other data relating to our relationship. We accept no liability in respect of breaches that occur beyond our required areas of control.

Changes To This Privacy Policy

This privacy policy was published on 20/06/2019.

We constantly review our internal privacy practices and may change this policy from time to time. We may periodically update our privacy notice and suggest that client's check our website from time to time to review our latest privacy policy.

Alternative Formats

If it would be helpful to have this notice provided in another format (for example: in another language, audio, braille) please contact us (see 'Get in touch' above).

Link To Third-Party Sites

MLC may provide links to third-party websites or information as a service to our users. If you use these links, you will leave the Sites. Such links do not constitute or imply an endorsement, sponsorship, or recommendation by MLC of the third party, the third- party website, or the information contained therein, and MLC shall not be responsible or liable for your use thereof. Such use shall be subject to the terms of use and privacy policies applicable to those sites.

Notice of the Right to Cancel

If you wish to cancel during the free trial please email us at info@mylegalclub.co.uk

The paid monthly membership will trigger automatically upon the expiry of the free trial period.

Further details can be located within the terms and conditions agreed and provided to you during the sign-up process for the free trial period.

To cancel please confirm your name, email, address and date of birth and:

- Email us at info@mylegalclub.co.uk or:
- Write to us at My Legal Club 1st Floor 20 Chapel Street Liverpool L3 9AG or:
- Complete our cancellation form www.mylegalclub.co.uk/cancellation

Only complete sign and return this notice of cancellation form below if you wish to cancel the agreement

This only applies if you agree the Terms of Business:

- (i) At your home, workplace or at someone else’s home; or
- (ii) At our offices but following a visit by us (or by someone acting on our behalf) to your home, workplace or someone else’s home; or
- (iii) At our offices but following a meeting between us away from our offices.

You have the right to cancel this contract, without reason, if you wish and can do so by delivering, sending (including electronic mail) a cancellation notice to the person mentioned below at any time within 14 days starting with the day of receipt of this Notice.

The person to whom a cancellation notice may be given is Head of Complaints at My Legal Club Limited at 1st Floor 20 Chapel Street Liverpool L3 9AG or via email info@mylegalclub.co.uk

Notice of cancellation is deemed to be served as soon as it is posted or sent to us.

You can use the cancellation form provided below if you wish.

Signed on behalf of My Legal Club Limited

Dated:

If you wish to cancel the contract, you can do so via phone, email, post or in person. You may use this form if you want to, but you do not have to.

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Director of My Legal Club Limited

at 1st Floor 20 Chapel Street Liverpool L3 9AG

I hereby give notice that I wish to cancel my Agreement with your Business.

Signed:

Name (please print):

Address:

Date: