

PRIVACY NOTICE – CLIENT

Please read the following information carefully. This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Who We Are?

Bleasdale and Co Solicitors Ltd collects, uses and is responsible for personal information about you. When we do this, we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

The person responsible for Data Protection is Pam Thomas, Director and COLP (Compliance Officer for Legal Practice).

The firm has not appointed a Data Protection Officer (DPO). It is not required to do so since it is not a public authority and its core activities do not require large scale, regular or systematic monitoring of individuals, nor large scale processing of special categories of data relating to criminal convictions or offences. The firm considers that any tasks that might have been usefully performed by a DPO would be adequately carried out by the person identified above.

What Do We Do With Your Information?

Information collected by us

When carrying out our legal services, we collect the following personal information that you provide to us:

- Identity Data includes first name, birth name, married name, username or similar identifier, marital status, title, date of birth, gender and national insurance number
- Contact Data includes billing address, delivery address, email address and telephone numbers (landline and mobile).
- Financial Data includes bank account, payment card details and possibly bank statements.
- Transaction Data includes details about payments to and from you and other details.
- Technical Data includes internet protocol (IP) address, browser type and version and other details of the technology you use to access this website.

How We Use Your Personal Information

We use your personal information for the following purposes:

- updating and enhancing client records
- analysis to help us manage our practice
- statutory returns
- legal and regulatory compliance

Our use of that information is subject to your instructions, data protection law and our duty of confidentiality.

Please note that our work for you may require us to pass on such information to third parties such as expert witnesses and other professional advisers, including sometimes advisers appointed by another party to your matter. We may also give such information to others who perform services for us, such as typing or photocopying. Our practice may be audited or checked by our accountants or our regulator, or by other organisations. We do not normally copy such information to anyone outside the European Economic Area, however we may do so however when the particular circumstances of your

matter so require. All such third parties are required to maintain confidentiality in relation to your files.

We will share personal information with law enforcement agencies if required by applicable law.

We will not share your personal information with any other third parties without your consent.

You have a right of access under data protection law to the personal data that we hold about you. We seek to keep that personal data correct and up to date. You should let us know if you believe the information we hold about you needs to be corrected or updated.

Data Protection In Respect Of Money Laundering Checks

We may receive personal data from you for the purposes of our money laundering checks, such as a copy of your passport. These will be processed only for the purposes of preventing money laundering and terrorist financing, or as otherwise permitted by law or with your express consent.

You consent to us retaining such data for longer than the five-year statutory period, unless you tell us otherwise.

Data Protection – Your Obligations

If you send us personal data about anyone other than yourself you will ensure you have any appropriate consents and notices in place to enable you to transfer that personal data to us, and so that we may use it for the purposes for which you provide it to us.

Consent

We are relying on your explicit consent to allow us to use your data in accordance with the above. You will provide this consent when you sign our terms of business (which will be sent to you at the outset of the matter).

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. You can opt-out here by contacting us contact@bleasdales.com

Your Rights

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict our processing of your personal information in certain circumstances;

If you want more information about your rights under the GDPR, please see the Guidance from the Information Commissioners Office on Individual's rights under the GDPR.

If you want to exercise any of these rights, please contact the Office Manager contact@bleasdales.com

How To Make A Complaint

The UK General Data Protection Regulation also gives you the right to lodge a complaint with the Information Commissioner’s Office who can be contacted by calling 0303 123 1113.

Our Security

We have in place appropriate security measures, password protection, Firewall security, encryption of data, backup encryption and relevant virus protection, to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Future Processing

We do not intend to process your personal information for any reason other than stated within this privacy notice. If this changes, we will inform you by letter or email.

Changes To This Privacy Notice

We constantly review our internal privacy practices and may change this policy from time to time.

Get In Touch

If you have any questions about this privacy notice or the information we hold about you, please contact the Office Manager contact@bleasdales.com

Review Of This Policy

This procedure will be reviewed by all Directors on an annual basis and updated where necessary.

Date reviewed/updated:

Signed by (Director): Print name

Next review date: