

Privacy Notice

We use the information you provide primarily for the provision of legal services to you and for related purposes including:

- addressing correspondence and related documents to other parties and opponents in any litigation as well as other agencies such as the Courts or Government agencies where relevant to the work we are doing for you;
- maintaining the financial and other personal information we are required to keep records of clients under the professional rules we are subject to and by law including our obligations to HMRC.

Our use of that information is subject to your instructions, the EU General Data Protection Regulation 2018 and our professional duty of confidentiality. Please note that our work for you may require us to give information to third parties such as expert witnesses and other professional advisers.

The legal bases which are relevant to the work we undertake for you are mostly in order that we can satisfactorily perform the contract we have with you and also so that we can protect our interests and those of our professional indemnity insurers against potential claims. We are required to positively identify our clients and to retain certain data including identity and address details in order that we can comply with the Government's anti-money laundering controls where appropriate. We may also process your data in order to market our services to you.

We do not envisage sending any of your personal data outside the UK or the EU.

You have a number of rights as a data subject including the rights to:

- be informed of the data we hold on you
- have any incorrect or out of date data rectified
- cease to receive certain forms of communication or to restrict processing,
- take your data elsewhere ("portability")
- object to our use of data.

Unlike certain other business concerns we do not as a law firm involve ourselves in automated decision making and profiling.

Robert Locke is the data controller and the person responsible for data protection compliance. You have a right of access under data protection legislation to the personal data that we hold about you and if you would like to make a request to know about this please let us know, preferably in writing stating "data subject access request".

If you are unhappy about the way we are managing your data you have a right to object to the supervising authority (<https://ico.org.uk>).