

TIES SOLICITORS

Privacy Notice for Clients of Ties Solicitors

What does this document do?

This notice describes how personal data we collect from our clients will be collected, stored and processed. It also explains your privacy choices when using our website as well as your right to access your information under the Data Protection Act(DPA) 1998 up to 24 May 2018 and the General Data Protection Regulation (GDPR) on and from the 25th of May 2018 (Data Protection Legislation)

Our registered office is Imperial House , 64 Willoughby Lane London N17 0SP. For the purposes of the Data Protection Legislation, Ties Solicitors is a data controller.

What information do we hold?

To operate efficiently, Ties Solicitors has to collect and use information about people. This may include current, past and prospective employees, clients, customers and suppliers. In addition we may be required to collect and use information to comply with regulatory requirements. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.

We will never sell your data.

We regard the Lawful and correct treatment of personal information as very important to our successful operation and maintaining the confidence of clients, and we will ensure that we treat personal information lawfully and correctly.

Why do we need to collect personal information?

To fulfil a contract we have with you

When it is our legal duty

When you consent to it

When it is in our legitimate interest provided it does not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what it is.

What will we use your personal data for?

To manage our relationship with you or your business

To carry out your instructions

To manage risk for us

To obey laws and regulations that apply to us

To respond to complaints and seek to resolve them.

To exercise our rights as set out in the agreements or contracts.

How will we process your personal data?

We will do so in accordance with the Data Protection legislation and shall ensure that your personal data:

Shall be processed fairly and lawfully and in particular shall not be processed unless specific conditions are met.

Shall be obtained only for one or more specified and lawful purpose and shall not be further processed in any manner incompatible with that purpose or those purposes.

Shall be accurate and kept up to date.

Shall be processed in accordance with the right of data subjects under the Act

Shall not be transferred to a country or territory outside the European Economic Area unless the country or territory ensures an adequate level of data protection.

Your Rights under the Data Protection legislation

The right to be informed that processing is being undertaken

The Right of access to one's personal information within the statutory one month period

The Right to prevent processing in certain circumstances

We also ensure that:

There is someone with specific responsibility for data protection on the firm

Everyone managing data and personal information understands that they are responsible for following good data protection practice

Methods of handling information are regularly assessed and evaluated

Who might we share your information with?

If it is necessary for the completion of the work that you have asked us to carry out eg we may instruct barrister in a criminal law matter

To other parties where it is necessary for the administration of our business eg Cost draftsman

For prevention of fraud and money laundering

How long will we keep your personal information?

This will be kept for a minimum of 7 years after the end of your case.

We will retain your name, address, date of birth, email and other contact details indefinitely.

This is because we need this information to carry out conflict of interest checks in compliance with our regulatory obligations. We will not use this information to contact you unless you have specifically given us authority to do so.

It is your responsibility to make sure that the information you provide is correct.

Questions or requests in connection with this policy should be addressed by email to bunmi@tiessolicitors.co.uk.

If you are unhappy with the way in which we treat your data, or we do not resolve any concerns with you, then you have a right to complain to the Information Commissioner's office.