

Hunt & Hunt

SOLICITORS LLP

Hunt & Hunt LLP

Privacy Notice

8th May 2018

Hunt & Hunt LLP take your privacy very seriously. Please take the time to read this document carefully as it contains information on the types of data we may collect and how we store it.

There is a section which details your rights in respect of your personal data (known as “Subject Access Rights”) and information on whom to contact should you wish to request information on personal information we may be holding.

Personal data we collect and hold about you

The list below sets out the personal data we will or may collect in respect of the matter in which we are acting for you.

What we will collect:

- Name, address and telephone number
- Passport copy (required for ID check)
- Photo card driving licence (ID check)
- Utility bill (ID check)
- Electronic contact details such as email.
- Financial information relating to the matter on which we are acting for you.

What we may collect from you

- National Insurance number
- Tax details
- Employment details
- Your Bank / Building Society details
- Information relating to your family members
- Details of pension arrangements
- Information to undertake a credit check
- Any other relevant information in respect of the matter on which we are acting for you

We may also collect the following sensitive data should it be necessary

- Details of nationality, ethnic origin, disability status, religious or other beliefs.
- Health and medical records

We collect this information directly from you, from third parties such as credit agencies, mortgage lenders and other parties to the matter.

How do we use your personal data

We can only use the personal data we collect if we have a proper reason for doing so:-

- To comply with our legal and regulatory obligations
- To enable us to carry out your instructions
- For a legitimate purpose of ours or of a third party
- When we have your consent

Who we may share your personal data with

We share your data where necessary to fulfil our service with:-

- Our IT providers
- The Court
- HMRC
- External experts such as barristers or doctors
- Our insurers
- Auditors who conduct the Solicitors Accounts Rules audit
- The Legal Aid Agency and auditors who conduct the Specialist Quality Mark audit on the Agency's behalf
- Third parties whom we necessarily contact in respect of the conduct of your matter.

Where and how long we store your data

All personal data is stored in files operated by the solicitor / fee earner responsible for the matter and kept securely for the duration of the matter. All paper information is scanned into electronic files and any paper information is shredded at the end of the matter. Electronic files are retained on our system for a period which will be advised to you at the start of the matter in our client care letter and at the end of that period will be deleted. Files are kept for this stated period in case of a query arising after the completion of the matter as set out in guidance issued by The Law Society. Your ID documents (passport, driving licence and utility bill) are only stored for a period of five years.

Transferring your data outside the EEA

Transferring Personal Data to a Country outside the EEA

- We may transfer any personal data we hold outside the European Economic Area ("EEA") provided that one of the following conditions apply.
- The country to which the personal data is transferred ensures an adequate level of protection for the data subjects' rights and freedoms.
- The data subject has given his consent.
- The transfer is necessary for one of the reasons set out in the Act, including the performance of a contract between us and the data subject, or to protect the vital interests of the data subject.
- The transfer is legally required on important public interest grounds of for the establishment exercise of defence of legal claims.

- The transfer is authorised by the relevant data protection authority where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights.

Your Rights

These are your rights, which you can exercise free of charge

- You have the right to be provided with a copy of the personal data held on you.
- You have the right to ask us to restrict the use of the data held in certain circumstances
- You have the right to request us to correct any mistakes on the data we hold on you.
- You have the right to request us to delete your personal data, however in some cases this might not be possible and in this event a full explanation will be given.
- You have the right to be given your data in a commonly used and machine readable format and to transmit, on your instructions, the personal data held to a third party.
- You have the right to object to your personal data being processed for direct marketing purposes and in certain other situations such as our continued processing of your personal data.
- The right not to be subject to a decision based solely on automated processing that produces legal effects concerning you or significantly affects you.

You can find further information on each of your rights, including the circumstances in which they apply, by contacting us or you can obtain information from www.ico.org.uk/for-the-public.

Exercising your rights

Please contact us should you wish to exercise any of those rights above. Contact details will be documented at the end of this privacy notice.

Keeping your data secure

We have appropriate security measures in place to protect your data and we also restrict access only to those staff who have a legitimate business reason for using your personal data.

We have systems in place to ensure that any suspected data breaches are quickly identified and we will notify you and the regulator immediately should it become necessary.

Cookie Policy

Where services are delivered on the internet this sometimes involves placing small amounts of information on your device, for example, your computer or mobile phone. These include small files known as cookies. The purpose of these files can be to enhance your experience of visiting the site or to enable us to gather statistics that help us to understand how people use the site. For full details of our policy please refer to our website, www.huntandhunt.co.uk.

How to complain

We aim to resolve any concern or question you may raise as it related to your personal data held by us.

You also have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe that your data has been processed in a way that does not comply with the Data Protection Act 2018. You can contact them by calling 0303 123 1113 or via their website www.ico.org.uk.

Contact details

Hunt & Hunt LLP
Blackburn House
22 – 26 Eastern Road
Romford
Essex RM1 3LT

Telephone : 01708 764433

Data Controller: Lynn Ann Wilkins
Email: dpo@huntandhunt.co.uk

Please include the following information:

Your full name

Your address (and previous address if different when dealing with us)

Your email (if available)

Your telephone number

The matter number (if available) or matter type (for example divorce, house purchase etc)

We will respond to you within 30 days.