

### **What is the purpose of this document?**

David Madams Solicitor is committed to protecting the security and privacy of your personal information. This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR). It applies to all clients, prospective clients and business contacts about whom we hold personal information.

David Madams Solicitor is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. Our business address is 4 Barlows Lane, Wilbarston, Market Harborough LE16 8QB.

### **What personal data about you may we collect?**

We may collect, store, and use the following categories of personal information about you:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- gender
- job title
- employer or business name.
- personal and business interests
- the history of our communications with you
- your likely legal needs.

### **How may we collect personal data about you?**

We will only ever start to collect, store and use personal information about you if you have consented to it. In most cases we will collect directly from you, with your consent. However we may increase that information over time from our subsequent communications with you.

### **Why will we collect, store and use personal data about you?**

We collect, store and use personal data about you in order to:

- inform you about our firm's services and news
- communicate with you whilst acting on your behalf in a legal matter

### **Will your personal data be shared with third parties?**

Privacy is important to us; therefore, it goes without saying that we would never sell, rent or give your personal information to any third party without your consent.

### **Will we transfer your personal data outside the European Economic Area?**

Not without your knowledge and consent.

### **What choices do you have?**

When we collect your information we will give you options as to how you wish to hear from us (e.g. email, post). If you wish to change these preferences at any time, or to unsubscribe from communications, please email [david@dmsolicitor.uk](mailto:david@dmsolicitor.uk)

## How long will we keep your personal data?

We will keep your personal data for the above purposes until either (i) we become aware it is no longer valid, or (ii) you ask us to delete it.

## What rights do you have?

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to request:

- access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- the deletion of your personal information. This enables you to ask us to remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to stop using personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to it’s processing on this ground.
- the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- the transfer of your personal information to another party.

If you want to review, verify, correct or request deletion of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact [david@dmsolicitor.uk](mailto:david@dmsolicitor.uk)

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact [david@dmsolicitor.uk](mailto:david@dmsolicitor.uk) Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

The firm’s Compliance Officer for Legal Practice (COLP) has responsibility for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal

information, please contact [david@dmsolicitor.uk](mailto:david@dmsolicitor.uk). You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, its helpline telephone number is 0303 123 1113