

## DATA PROTECTION

# PRIVACY NOTICE

### 1. General

**Name of the body registered with the Information Commissioner:** Collins Solicitors

**Data Protection Officer (DPO):** Anna Murduck  
Data Protection Officer  
Collins Solicitors  
20 Station Road  
Watford  
WD17 1AR

Tel: 01923 223 324

Email: [amurduck@collinslaw.co.uk](mailto:amurduck@collinslaw.co.uk)

We at Collins Solicitors of course take the confidentiality and security of your data extremely seriously. As professionals, we are under ethical duties to maintain the confidentiality of all and any data you give us. This is part of our professional obligations as lawyers and is referred to in our Code of Conduct found on the Solicitors Regulation Authority website.

However, you will also be aware that we are subject to increased requirements under data protection legislation, and it is to comply with that, that we give you this notice setting out how we will deal with any data you entrust to us, how long we will keep it, who we will share it with and what other steps we may be taking with your data.

### 2. On instruction: Anti-Money Laundering & Terrorist Financing

We will be asking you for data that will enable us to perform our duties under the fraud, anti-money laundering and terrorist financing legislation, and any processing of that data will be limited to preventing or detecting possible fraud, money laundering or terrorist financing activity. That legislation will require us to keep that data for 5 years from the end of our relationship. It further requires us to share that data with law enforcement to the extent necessary to prevent or deter such offences.

### 3. On instruction: other work you instruct us to carry out

On instruction to act for you, and throughout the retainer you have with us, we will be asking for all kinds of personal information in order to enable us adequately to perform our legal services for you. The data you provide will be kept confidential within the firm and used to enable us to provide such legal advice and assistance to you and others as you may have requested or which we deem to be necessary to the retainer.

### 4. Use of other professionals as part of our legal services

Further, we will be sharing your data with other professionals as part of the delivery of our legal services to you, such as search agencies, local authorities, estate agents, counsel, experts, courts and court officials and other professionals as part of our legal retainer with you. Those other agencies are also obliged to maintain the confidentiality of your data.

## **5. Processing your data**

Any organisation must rely upon one of the following lawful bases for processing your data:

- a) Consent.
- b) Contract.
- c) Legal obligation.
- d) Vital interests.
- e) Public task.
- f) Legitimate interests.

This firm relies upon the contract between you and this firm, and also your consent. In certain circumstances we may also rely upon our legitimate interests or we may be under a legal obligation to process your data.

## **6. Retention of your data**

We will retain your data for only so long as is necessary, consistent with our professional duties to maintain records for our professional purposes. These purposes include retaining your data for a minimum statutory period (which is normally 6 years, but may well be longer in individual cases), retaining data in order to reconstitute a file in the future, for professional duties such as undertaking conflict searches or for other record purposes.

Once we deem your data to be no longer essential, we will delete it.

We may also use your data – suitably anonymized – for record or statistical research purposes.

## **7. Marketing by us**

Occasionally, we may also wish to communicate with you about other services we offer which we feel may be of interest or relevance to you. We would like to be able to do this both during the retainer and also after your matter is over. We may communicate with you either by post, email or by other electronic means.

## **8. Marketing by others**

We do not share your data with other organisations who will use it for marketing purposes.

## 9. Your Rights

You have certain rights over the data that you entrust to us.

These include your rights to:

- be **informed** (in a Privacy Notice such as this) and for that information to be clear, unambiguous, comprehensive and not confusing
- **access** information upon request – *you can request that we tell you what information we hold at any time*
- **rectify** and correct any incorrect data – *you can request us to correct any incorrect information immediately*
- **erasure** (right to be forgotten) subject to our rights to refuse to do so on legal grounds – *we will delete any unnecessary data you ask us to, but we may be able to refuse your request on other grounds; we will advise you of the position*
- **restrict** our processing of your data – *you may ask us to restrict processing your data, but we may be able to refuse your request on other grounds; we will advise you of the position*
- **portability** of your data (which is not something we do)
- **object** to our processing of your data, subject to our right to refuse on legal grounds – *you may ask us to stop processing your data, but we may be able to refuse your request on other grounds; we will advise you of the position*
- **automated decision-making/profiling** (which is not something we do)

## 10 Complaints

If you want to raise a data protection complaint this needs to be done in writing to [amurduck@collinslaw.co.uk](mailto:amurduck@collinslaw.co.uk) prior to reporting to the Information (ICO). Complaints will be acknowledged within 30 days of receipt. Complaints will be investigated without undue delay, with appropriate enquiries being made and the complainant will be kept updated regarding progress. Complainants will be notified of the outcome without undue delay and with clear reasoning.

### GENERAL PROCESSING

**CONFIRMATION OF YOUR INSTRUCTIONS TO US ALSO CONFIRMS YOUR AGREEMENT TO THE PROCESSING OF YOUR DATA AS PART OF YOUR LEGAL SERVICES, INCLUDING SHARING WITH OTHER AGENCIES AND PROFESSIONALS FOR THAT PURPOSE.**

For further information see Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk)