

# Heringtons

SOLICITORS

## PRIVACY NOTICE

We will have received your details and entered these into our system as a contact, whether to meet an obligation to one of our clients or to meet a business need.

We will have recorded your name, address and other contact details and linked these to the appropriate client and their instructions or to a business need of Heringtons. We will process this personal data about you either:

1. to enable us to fulfil the contract between us and our client based on the legitimate interests of Heringtons in complying with our client's instructions; or
2. to enable us to contract with you to meet a relevant business need.

It is important that the information we hold is up to date and accurate so please let us know if any of your contact details have changed. The letter enclosing this Privacy Notice should confirm the reason for which we hold your details and will set out any further information that we wish to obtain from you or others in order to meet relevant obligations, whether regulatory or commercial.

Your information will be accessible by those of the firm's staff who require such access to fulfil the purpose for which your details have been entered. This will be on the legal basis that the information is required for us to conclude our contract with our client or in the legitimate interest of meeting a business need through communication with you. In addition to our permanent staff we may from time to time have temporary workers and work-experience students who may have access to your personal data. We may also outsource various functions including IT systems, file auditing, dictation storage, typing, photocopying and telephone answering. We only allow our service providers to handle your personal data if we are satisfied that they take appropriate measures to protect it. We impose contractual obligations on them to ensure that they can only use your personal data to provide services to Heringtons.

We would not expect to share your details with any person other than our staff or a relevant client. If it appears that this will be necessary then we will confirm the situation to you so that you can assess whether you are happy for such information to be shared.

We may need to apply through reputable agencies for online verification of your identity, address or financial information. This is sometimes necessary to enable us to comply with legal duties placed on us by our regulators. We may use information held concerning you to carry out analysis to help manage our practice. This may include auditing and quality checks by external bodies including regulators and insurers. This processing is lawful as it meets our legitimate interest of providing an excellent and cost efficient service as well as complying with regulatory obligations.

As solicitors we are professionally and legally obliged to keep your affairs and those of our clients confidential. However, we are required to share information in certain circumstances without reference to you in order to comply with legal obligations including in the prevention of fraud and money laundering. You should note that we will hold some of your personal details indefinitely (at our discretion). This allows us to meet our mutual legitimate interest in identifying potential conflicts of interest and minimising the risk of fraud. We will retain other information and data you have provided for as long as necessary to protect you and us against any potential legal, regulatory or other claims that may arise. If we have obtained your details in connection with a client matter then we will review the need to retain this information 15 years after conclusion of our contract with that client and will retain it at this stage only if this is considered to be necessary due to the nature of that client's instructions.

You have rights in relation to the personal data that we hold about you. You are able to access a copy of the personal data that we hold and if this is held electronically we will provide this in a portable form. You also have the right to request that we correct any inaccurate information and we would encourage you to exercise this right immediately should you discover that information we hold is inaccurate.

You have the right to object if you feel we are using your data in a way that causes you distress and the qualified right to have the processing of your data restricted. You also have the right to request that we erase your data and if this is the case please contact the Deputy Data Protection Officer (details below) in the first instance. We will erase your data on request as a matter of course unless there is a legal justification for retaining this. If this is the case then the justification will be confirmed to you in writing

In relation to all of these rights we would ask that you raise any concerns, inaccuracies or requests for information with our Data Protection Officers who will deal with your request as quickly and sensitively as possible. The contact details for the Data Protection Officers are set out below. If you are dissatisfied in relation to any data protection issue you have the right to raise a complaint with the Information Commissioners Office. You can find more information concerning your rights and how to complain at [www.ico.org.uk/for-the-public/](http://www.ico.org.uk/for-the-public/).

Our Data Protection Officers, Richard Fisher and his Deputy Rosemarie Close can be contacted on 01424 434 192 at our Hastings Office: Langham House, 5-6 Albert Road, Hastings TN34 1QT, by email [rfisher@heringtons.net](mailto:rfisher@heringtons.net) or by fax 01424 444 824

Heringtons is the business name of Heringtons LLP (No.OC374843) whose registered office is Langham House, 5-6 Albert Road, Hastings TN34 1QT

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