

Heringtons

SOLICITORS

PRIVACY NOTICE

We hold your details as a result of your instructions to a firm with whom we have merged.

We are storing your name, address and other contact details from the time you instructed the firm and hold the records of our predecessor firm concerning your instructions. We hold these details to enable us to store any relevant documents or files held by that firm in a manner accessible to you. This is on the basis of our legitimate interest in maintaining records. As set out above we are writing to you to ensure that the records we hold are up to date and to ensure that you are aware that we are holding personal data concerning you.

Your information is accessible by the firm's staff. 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.

As solicitors we are professionally and legally obliged to keep the affairs of our past and present 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.

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 endeavour to 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/.

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 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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