

PRIVACY NOTICE

In accordance with the General Data Protection Regulations (GDPR), this privacy statement has been issued to inform you, as a client of J A Solicitor, of the types of personal information we process about you, the reasons for processing that information, the lawful basis that permits us to process it and how long we keep it. It also sets out your rights regarding your personal information.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or physical address). Identification can be through the information alone or that information in conjunction with any other information.

Who are We?

This Privacy Notice is provided to you by J A Solicitor (the Firm) which is the data controller for your data. “We,” “Us” and “Our” in this notice refer to that Firm. “Clients” means people who are or have been clients of that Firm. “Third parties” means persons with whom We have or have had contact, eg the court, or the other side solicitors. “You” and “Your” refer to Clients and any other persons whose personal data We hold.

What data do We process?

- Basic details about you, such as name, contact details, date of birth etc.
- Information relevant to the service we are providing e.g. bank details, national insurance number, copy of your passport, or any other personal information

How do We process Your personal data?

Your information is held in our files and in our practice management system, and on our client database. Hard copies are stored securely on the premises and the electronic storage is a secure system. Your information is not disclosed to any third party without your consent.

What are the purposes for which We process personal data?

We collect your information to enable us to enter into a *contract* with you for our legal services.

We also need your personal information in order to fulfil our *legal obligations* to process personal information relating to our clients for the purposes of complying with UK law and

regulations. Notably but not exclusively: Money Laundering Regulations Proceeds of Crime Act 2002.

We may also process your personal data in pursuit of our *legitimate interests* to manage your account with us. In providing our services we may send your details to and also use information from credit reference agencies and fraud prevention agencies.

Sharing personal data

Your personal information is used for the purposes outlined above and so that we can provide you with legal advice and services. We may be required to share personal information with statutory or regulatory authorities and organizations, including HMRC, for the purposes of compliance with statutory obligations.

We may also share your personal information with professional advisors for the purposes of taking advice. We will only share your data with a third party for a specific purpose and we will limit that data to only that which is necessary for the performance of the service.

How long do We keep personal data?

Your file will be kept active for the duration of your case. Once closed, it will be archived in secure storage for 6 years and destroyed in year 7. Certain legal documents may be kept longer.

Your rights and Your personal data

You have the following rights with respect to Your personal data:

1. The right to access information We hold on You
At any point you can contact Us to request the information We hold on You as well as the reasons for Us to hold that information, who has access to the information and where We obtained the information from. Once We have received Your request We will respond within one month. Note that there are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information We hold on You
If the data We hold on You is out of date, incomplete or incorrect, You can inform Us and Your data will be updated.
3. The right to have Your information erased
If you believe that We should no longer be Using Your personal data or that We are illegally Using Your personal data, You can request that We erase the data We hold. When We receive Your request We will confirm whether the data has been deleted or the reason why it cannot be deleted (eg because We need it for Our legitimate interests or regulatory purposes).
4. The right to object to processing of Your data
You have the right to request that We stop processing Your data. Upon receiving the request We will contact You and let You know if We are able to comply or if We have legitimate grounds to continue to process the data that is the subject of Your objection. Even after You exercise Your right to object, We may continue to hold Your data to comply with Our obligations or to bring or defend legal claims.
5. The right to data portability
You have the right to request that We transfer some of Your personal data to another controller. We will comply with Your request, where it is feasible to do so, within one month of receiving Your request.
6. The right to lodge a complaint with the Information Commissioner's Office.

Website and Cookies

PRIVACY NOTICE
J A Solicitor

When you use our website, text files known as cookies are placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. You can set your browser not to accept any cookies and you can remove them from your browser but some of the website features may not function properly as a result.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Contact Details

If you have any questions about this Privacy Notice or Your personal data or if You seek to exercise relevant rights, queries or complaints regarding Your personal data, You can contact Us through Mrs Jenny Arnold at 2a Copt Oak Close Coventry CV4 8GS; Email: info@jasolicitor.co.uk; Tel: 02475312812

You can contact The Information Commissioner's Office on 0303 123 1113 or via website <https://ico.org.uk/global/contact-us/email/> or at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.