

Lewes Smith Solicitors & Property Lawyers

PRIVACY AND TRANSPARENCY NOTICE

25 May 2018

This Notice sets out the basis on which any personal data Lewes Smith Solicitors & Property Lawyers collect from you, or that you provide to us, will be processed by us. Please read this Notice carefully to understand our views and practise regarding your personal data and how we will treat it.

Data Controller – Lewes Smith Solicitors & Property Lawyers (“Lewes Smith”, “we”, “our” or “us”) is the data controller (registration reference Z1245509) and responsible for any personal data you supply to us. If you have any questions about this Notice including any requests to exercise your legal rights, please contact Clive Smith on 01273 483455.

Purposes of Processing – Your data will be processed in order to:

- Provide services under contract to you and others;
- Comply with regulatory and other legal obligations; and
- Protect Lewes Smith against potential claims;
- Market Lewes Smith services to you.

Legal Basis – Your data will be processed on the basis that Lewes Smith Solicitors & Property Lawyers has a legitimate interest in being able to achieve the aims of processing set out above.

Personal Data Held – As a minimum, Lewes Smith is required to positively identify its clients. This also includes positively identifying a director in the case of a corporate client. In addition, Lewes Smith holds whatever information is provided to it by its clients and others. This will rarely include special category data.

If you fail to provide Lewes Smith with the data required you will not receive services or marketing.

Data Sources – Lewes Smith obtains most personal data from its clients and those who have indicated that they have an interest in our services. We also obtain some personal data from other correspondents and from publicly available sources (e.g. Companies House).

Recipients – Any data provided by a client is treated as confidential to that client and will only be shared with others in so far as this is necessary in order to provide the services contracted for by the client, to comply with regulatory and other legal obligations and to protect Lewes Smith against a potential claim.

In order to provide its services, Lewes Smith relies on the services of certain data processors. These include secure cloud storage for files and emails. We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers and professional advisors to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Third Countries and Safeguards – Other than where required in order to provide services as required in individual client matters, data is rarely sent to third countries. Where it is, the relevant devices are password protected and personally accompanied.

Retention Period – Data is held for six years from the end of the relevant matter or for six years where not associated with a particular matter.

Data Subject's Rights – Where relevant, you have the right (subject to client confidentiality) to:

- withdraw consent to the processing of your data;
- obtain a copy of the data held on you and to correction of any errors in that data; and
- complain to a supervisory authority regarding the processing of your data (<https://ico.org.uk>)

If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.