

FARNWORTH SHAW SOLICITORS LIMITED – PRIVACY NOTICE

Under the new General Data Protection Regulations (GDPR) we are required by law to give you certain information about

1. our details including the contact details for the Data Protection Officer
2. what type of Data we collect, process, hold and share
3. why we collect and use this information
4. the lawful basis for such collection of data
5. storage of this information
6. who we share this information with and why we share this information and
7. how to request access to your personal data.

1. Who are we?

We are Farnworth Shaw Solicitors Limited. The Directors are Andrew John Payne, Anthony William Berry and Amanda Marie Howfield. Our registered office is 65 Albert Road, Colne, BB8 0BZ telephone 01282 865885 and we also have an office at 3-5 Carr Road, Nelson, Lancashire, BB9 7JX telephone 01282 699996. The company is regulated by the Law Society. Andrew John Payne is the Data Protection Officer and he is based at the office in Colne.

2. What type of data do we collect?

When you come to see us and ask for our help we need to collect some basic information about you so that we can contact you during the course of the matter. We will also need to ask you a series of questions to get enough information from you to be able to advise you, allow us to work on your matter in order to bring the matter to a successful conclusion. It is sometimes necessary to obtain information about you from other sources such as the medical profession (GP, Hospitals medical experts), government departments, estate agencies, other firms of Solicitors, the Police, Social Services, the Courts as well as other people who may have an interest in the same matter i.e. other people who have an interest in a deceased's estate or are a witness.

The following list is some of the types of information that we may need from you at the outset. This is not necessarily a complete list because it depends on the type of work that we need to do as to what type of information we require from you:

1. Personal information (name, address, date of birth and address)
2. Characteristics (gender, ethnicity and disability)
3. Information relating to your specific matter such as the name and address of other people involved and details of how they are involved as well as details of the issues
4. Client contact data and ID documentation
5. Employment records

6. Property information i.e. charges, mortgages, ownership details, offer details
7. State Benefits information to include both means and non-means tested benefit.
8. Tax and accountants records/reports
9. Financial information and documentation including earnings details, savings details
10. Court papers/documentation
11. Barristers opinions
12. Medical reports and records

We make every effort to ensure that all the information we hold is accurate and up to date and, at points throughout the lifetime of the matter, we may need you to confirm this remains so.

3. Why do we collect and use this information?

In order for us to help you we need to be fully aware of the circumstances of the matter you need help with and in order to do this we need to ask and obtain answers to lots of different questions.

The majority of the information supplied by you will only ever be used by us for the lifetime of your current matter. However your personal information such as your name, address, national insurance number and date of birth will be retained on our company's computer system for life and may be used as a basis for any new instructions that you give to us once the current matter has ended. The paper records relating to your matter will be retained and subsequently destroyed in line with the company's procedure as contained in the Service Plan and Terms of Business but certain documents such as Title Deeds, Wills, Powers of Attorney, Deeds, Grants of Probate and other original documentation will be stored by us indefinitely UNLESS you notify us in writing that you wish to retain the originals of these documents in which case we may only store copies.

We have to have regard to our professional rules and regulations at all times. We will not use your information for any other purposes and you are entitled to see the information that we have collected about you.

4. The Lawful basis for collection of data

There are six main reasons why we are allowed to collect your data which are:

- Consent
- Performance of a contract
- Compliance with a legal obligation
- Collection is in your the vital interests
- We have a legitimate interest in your data
- It is in the public interest or in the exercise of an official authority to collect the data.

As your legal advisors, we rely on your personal data in order to fulfil the contract that we have with you and we also rely on your consent to collect the data.

5. Storage of information

All the information that you supply to us and that which we get from other places will be stored electronically (on our company's computer system) and will also be stored in a paper file.

6. Who we share this information with and why we share it

Occasionally we may need to send your information to a third party such as a medical expert, Barrister, HM Land Registry, HM Revenue and Customs, Department for Work and Pensions, local authority, the Courts and other interested parties.

Everyone that we send information to will be vetted prior to the information being sent to ensure that they also comply with their legal obligations to safeguard and protect your Data in accordance with the requirement of the GDPR.

7. How to request access to the information we hold about you (Subject Access Request)

If you require sight of the data we hold about you then you need to contact Andrew John Payne on 01282 865885 or by email to aj.payne@farnworthshaw.co.uk.

8. Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

Signed.....

Signed.....

Dated this day of 2019