



Working for Justice

J Stifford Solicitors

Privacy Notice & GDPR Consent

Please read the following information carefully.

A. Information collected from you

When carrying out the provision of legal services or providing a reference we collect some or all of the following personal information that you provide:

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| i. personal details | viii. religious, philosophical or other beliefs |
| ii. family details | ix. criminal proceedings, outcomes and sentences, and related security measures |
| iii. lifestyle and social circumstances | x. other personal data relevant to instructions to provide legal services, including data specific to the instructions in question. |
| iv. financial details | |
| v. education, training and employment details | |
| vi. physical or mental health details | |
| vii. political opinions | |

B. Information collected from other sources

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers.

C. Why we collect your information and How we use it

We will use your information for any of the following reasons, as required or permitted by law:

- i. to provide legal services, including legal advice and representation in courts and tribunals.
- ii. to keep accounting records and carry out office administration
- iii. to take or defend legal or regulatory proceedings or to exercise a lien
- iv. to respond to potential complaints or make complaints
- v. to check for potential conflicts of interest in relation to future potential cases
- vi. to promote and market my services
- vii. to carry out anti-money laundering and terrorist financing checks
- viii. to train other caseworkers and trainee solicitors, and/or to provide work-shadowing opportunities
- ix. to respond to requests for references
- x. when procuring goods or services from third parties

If you have consented to the processing of your information, we may process your information to the extent to which you have consented us to do so.

If you do not consent to processing for the purposes set out above, we may be unable to take your case or to provide a reference.

In relation to information which is not in the above categories, we rely on our legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the purposes set out above.

D. Who we share your personal information with

If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise.

It may be necessary to share your information with the following:

- i. firm staff (including trainee solicitors, case worker, work experience staff), IT support staff, email providers, data storage providers
- ii. other legal professionals, such as barristers, arbitrators and mediators
- iii. other experts, surveyors, banks, lenders, and conveyancing services providers.

- iv. courts and tribunals
- v. in the event of complaints, the Principal Solicitor and members of the firm who deal with complaints, the Solicitors Regulation Authority, and the Legal Ombudsman
- vi. other regulatory authorities such as the Solicitors Regulation Authority, the Financial Conduct Authority or the Information Commissioner's Office.
- vii. business associates, professional advisers and trade bodies, e.g. the SRA
- viii. the intended recipient, where you have asked us to provide a reference.
- ix. police or intelligence services, if or where required or permitted by law.

E. Storage of your data, papers and documents

We are committed to safeguard your information under the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (GDPR).

After completing work, we are entitled to keep all your papers and documents while there is money owing to us for our charges and expenses. In addition, we will keep your file of papers in storage for six years in accordance with the Law Society regulations. After that, storage is on the clear understanding that we have the right to destroy it after such period as we consider reasonable or to make a charge for storage if we ask you to collect your papers and you fail to do so. We will not of course destroy any documents such as wills, deeds, and other securities, which you ask us to hold in safe custody. No charge will be made to you for such storage unless prior notice in writing is given to you of a charge to be made from a future date which may be specified in that notice.

F. Consent

As explained above, we are relying on your explicit consent to process your information. You have the right to withdraw this consent at any time, without affecting the lawfulness of any processing activity we carry out prior to you withdrawing your consent.

G. Your Rights

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- i. Ask for access to your personal information and other supplementary information;
- ii. Ask for correction of mistakes in your data or to complete missing information held;
- iii. Ask for your personal information to be erased, in certain circumstances;
- iv. Receive a copy of the personal information you have provided or have this information sent to a third party.
- v. Object at any time to processing of your personal information for direct marketing;
- vi. Object or restrict in certain other situations to the continued processing of your personal information.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on Individual's rights under the GDPR.

H. How to make a complaint

The GDPR also gives you the right to lodge a complaint with the Information Commissioners 'Office if you are in the UK. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

Contact Details

If you have any questions about this privacy notice or the information, we hold about you, please contact us at:

London-Head Office: Unit-2, Canary Gateway, 787 Commercial Road, London E14 7HG
Tel: 0207 537 1717, Fax: 0207 987 6129, Email: info@jslsolicitors.co.uk

London-Manor park Office: 732 Romford Road, London E12 6BT
Tel: 0207 537 1717, Fax: 0207 987 6129, Email: contact@jslsolicitors.co.uk

Herford Office: 19-21 Bull Plain, Hertford SG14 1DX
Tel: 01992945190, Email: stephen@jslsolicitors.co.uk

Signed:.....

Date:.....