

Diplock Solicitors Limited

Privacy and Transparency Notice

30th May 2018

Date Controller – **Diplock Solicitors** is a trading name of Diplock Solicitors Limited of 764 Barking Road, London, E13 9PJ, who is the data controller. Further contact details are available from www.diplocksolicitors.com/contactus/

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

- Provide services under contract to you;
- Provide services to others (in so far as this does not breach client confidentiality);
- Comply with regulatory and other legal obligations; and
- Protect **Diplock Solicitors** against potential claims

Legal Basis – Your data will be processed on the basis that **Diplock Solicitors** has a legitimate interest in being able to achieve the aims of processing set out above. Where special category data is provided, the provider of the data warrants that they consent to **Diplock Solicitors** processing that data or that they have obtained written consent from data subject.

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

Failure to Provide Data – If you fail to provide **Diplock Solicitors** with the data required you will not receive services or marketing.

Data Sources – **Diplock Solicitors** obtain most personal data from its clients and those who have indicated that they have an interest in **Diplock Solicitors** services. **Diplock Solicitors** also obtains some personal data from other correspondents. **Diplock Solicitors** also collects some data from publicity sources (e.g. Companies House)

Recipients – Any data provided by a client is treated as confidential to the 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 **Diplock Solicitors** against a potential claim. In order to provide its services, **Diplock Solicitors** relies on the services of certain data processors. These includes cloud storage for files and emails. In such case, **Diplock Solicitors** ensures that data is processed in compliance with this policy.

Third Countries and Safeguards – Other than where required in order to provide services as required by individual client matters, data is rarely sent to third countries. Where it is, the relevant devices are password protected and equipped with tracking and remote wipe software. The devices are 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 processing of your data;
Complain to supervisory authority regarding the processing of your data (<https://ico.org.uk>); and
Obtain a copy of the data held on you and to correction of any errors in that data.

Automated Decision Making – None

Further Details – The Data Controller will provide further details on any of the above on request