

## **DATA PROTECTION NOTICE**

1. Jayne Willetts & Co Solicitors Limited is registered with the Information Commissioner's Office as a data controller (Registration Number: Z2406961). We use the information you provide primarily for the provision of legal services to clients and for related purposes including:
  - 1.1. addressing correspondence and related documents to other parties and opponents in any litigation, as well as other agencies such as the courts, regulators, tribunals or Government agencies where relevant to the work we are doing for you
  - 1.2. maintaining the financial and other personal information we are required to keep on clients under the professional rules we are subject to and the law including our obligations to HMRC.
2. Our use of that information is subject to your instructions, the EU General Data Protection Regulation 2018 and its related UK legislation, and our professional duty of confidentiality. Please note that our work for you may require us to give your personal data to any opponents in litigation and third parties such as expert witnesses and other professional advisers.
3. The legal bases which are relevant to the work we undertake for you are mostly in order that we can satisfactorily perform the contract we have with you and also so that we can protect our own and the interests of our professional indemnity insurers in relation to any possible dispute which might arise. We retain certain data including identity and address details in order that we can comply with the Government's anti-money laundering controls. We would need your consent to send you future marketing information and this will be addressed to you in any retainer letter you receive from us.
4. We do not envisage sending any of your personal data outside the UK or the EU. Unlike certain other business concerns we do not as a law firm involve ourselves in automated decision making and profiling.
5. Should you wish to make a data subject access request please write to Jayne Willetts at the practice address shown under "contact details", preferably stating "data subject access request". If you are unhappy about the way that this practice manages your data you have a right to object to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113).