

Privacy Notice - GDPR compliant

Please read the following information carefully. This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Waring & Co Solicitors collects, uses and is responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

Our Data Protection Officer
Mr David Winston

When carrying out work on your legal matter we collect the following personal information that you provide to us:

- Address
- Date of birth
- National insurance number
- Vehicle details
- Insurance details
- Medical details
- Bank details (where appropriate)

We collect the following information from other sources:

- Credit searches
- Askcue searches
- MID searches for insurance details
- DVLA

We use your personal information for the following purposes:

- To process and pursue your legal matter. The provision of personal data is contractual. We require the personal data specified above in order to be able to process your case. Without this personal data, we would be unable to do so.

This personal information referred to above must be provided by you to us, to enable us to pursue your legal matter. When we collect information from you, we will inform you whether you are required to provide this information to us.

We rely on our legal contract with you as the legal basis for processing your information.

We have relationships with a number of third parties that we routinely share information. For a list of these third parties please contact the Data Protection officer, Mr David Winston. This data sharing enables us to perform our legal obligation pursuant to the legal contract that we have with you. We will not use your personal information for marketing or advertising purposes.

We will share personal information with law enforcement agencies if required by applicable law.

We will not share your personal information with any other third parties without your consent.

We will store your personal data for a period not exceeding 7 years. This relates both to our paper files and data stored electronically. If personal data is for a minor, we will hold the data for a period not exceeding 7 years after the date on which the minor reaches majority age.

We are relying on your explicit consent to use your data in order to process your legal matter. You provide this consent when you signed our policy notice below.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. You can opt-out here by contacting the Data Protection Officer Mr David Winston.

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to the processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict our processing of your personal information in certain circumstances;
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way;

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](#).

If you want to exercise any of these rights, please:

- Email, call or write to our Mr David Winston our Data Protection Officer
- Provide enough information so that we can identify you. We may need to contact you to request further information to verify your identity;
- Let us have proof of your identity and address;
- State the right or rights that you wish to exercise;

We will respond to you within one month from when we receive your request.

We hope that you are happy with our service and that we, Waring & Co or our Data Protection Officer can resolve any issues or complaints that arise. Please get in touch if you have any concerns (see 'Get in touch' below).

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state

where you work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office which can be contacted at <https://ico.org.uk/concerns/>.

We do not intend to process your personal information for any reason other than stated within this privacy notice. If this changes, we will inform you by post.

This privacy notice was published on 14th May 2018 and last updated on 14th May 2018.

We constantly review our internal privacy practices and may change this policy from time to time. When we do we will inform you by post.

If you have any questions about this privacy notice or the information we hold about you, please contact us Waring & Co or the Data Protection Officer David Winston.

The best way to reach us is by email David.winston@waring.co.uk or alternatively, please call Sarah Ransome on 01707 828 641