

S J Edney Solicitors

Privacy and Transparency Notice

S J Edney Solicitors is the trading name of S J Edney Limited of Park House, Church Place, Swindon, Wiltshire SN1 5ED.

Data Controller – is Seamus Edney, whose contact details are: office@sjedney.co.uk, tel : 01793 698040.

Purposes of Processing - Your data will be processed in order to:

- market **S J Edney Solicitors** services to you;
- 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;
- protect **S J Edney Solicitors** against potential claims.

Legal Basis - Your data will be processed on the basis that **S J Edney 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 **S J Edney Solicitors** processing that data or that they have obtained written consent from the data subject.

Personal Data Held - **S J Edney Solicitors** holds whatever information is provided to it by its clients and others. This will include special category data for example, client's health records.

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

Data Sources - **S J Edney Solicitors** obtains most personal data from its clients and those who have indicated that they have an interest in **S J Edney Solicitors** services. **S J Edney Solicitors** also obtains some personal data from other correspondents. **S J Edney Solicitors** also collects some data from publicly available sources (e.g. Companies House).

Recipients - Any data provided by a client is treated as confidential to that 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 **S J Edney Solicitors** against a potential claim. In order to provide its services, **S J Edney Solicitors** relies on the services of certain data processors. These include secure cloud storage for files and emails. In each case, **S J Edney 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 in 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 in the case of a child, their 21st birthday.

Data Subject's Rights – Where relevant, you have the right (subject to any legal or regulatory requirements and/or client confidentiality) to:

- withdraw consent to the processing of your data;
- complain to a supervisory authority regarding the processing of your data (<https://ico.org.uk/>);
- obtain a copy of the data held on you and to correction of any errors in that data;
- to ask us to delete the data we hold about you.

Automated Decision Making – None