

WHATLEY WESTON & FOX - PRIVACY NOTICE

Whatley Weston & Fox are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

Our business address is 15 & 16 The Tything, Worcester WR1 1HD. We do not have any agent or representative appointed and the person who is responsible for data protection at this firm is Louise Chipchase who can be contacted on 01905 731 731 or at l.chipchase@wwf.co.uk.

This privacy notice describes how we collect and use personal information about you, in accordance with the General Data Protection Regulation (GDPR). It applies to all our clients, prospective clients, individuals and business contacts about whom we hold personal information. We may update this notice at any time.

The Data that we may collect or hold

We may collect, store, and use the following categories of information:

1. personal contact details such as name, title, addresses, telephone numbers, and personal email addresses, social media profile addresses.
2. gender
3. job title
4. employer or business name.
5. personal and business interests
6. financial and banking details
7. the history of our communications with you
8. your likely legal needs

How Data is collected

In most cases we will collect data directly from you, with your consent. However we may also receive data about you from third parties such as family members, estate agents, financial advisors, banks, other financial organisations, pension providers, accountants, financial advisors and other experts or third party organisations. We may also, over time, obtain data from public resources such as company websites or from our subsequent communications with you

Why we collect Data

We collect, store and use (“process”) data about you because it is necessary for one of the following:

1. for the performance of a contract with you or so that a contract can be entered into
2. to protect your vital interests or those of another person
3. for the performance of a task carried out in the public interest or in the exercise of official authority vested in us
4. for compliance with a legal obligation of ours

5. for the purposes of legitimate interests pursued by us or a third party, except where such interests are overridden by your interests, rights or freedoms

If we process data under the base of legitimate interest (point 5 above) there will be a legitimate interest assessment undertaken on a case specific basis before we continue to process your data on that basis.

We do not employ any form of automated processing of data.

Do we share Data with third parties?

We do in some circumstances provide personal data to comply with statutory or contractual obligations.

It may be necessary in the course of a transaction or matter for Data to be provided to third parties such as barristers, the Court, Medical experts, financial advisors, pension providers, accountants, estate agents, opponent solicitors, CAF/CASS, Banks and other financial organisations and surveyors We would never sell, rent or give your personal information to any third party without your consent.

Any third party will be required to take appropriate security measures to protect your personal information in line with our policies. We would not allow any third-party service providers to use your personal data for their own purposes. We would only permit them to process your personal data for specified purposes and in accordance with our instructions.

How long do we keep Data and what rights do you have?

We will normally keep your personal data on our hard copy files for a period of 6 years following completion of any matter but that may be extended in certain cases, for example where we keep files indefinitely without destroying them. Digital data will remain on our system until either we become aware that it is no longer valid or you ask us to delete it.

You have the right to:

1. **request** access to personal information (also known as a “subject access request”) – meaning that you are to be made aware of the personal information we hold about you, why we are processing it, whether it has been shared, how long it will be stored
2. **rectification** of the personal information that we hold - allowing you to have any incomplete or inaccurate information we hold about you corrected
3. **restrict** processing of your personal information – allowing you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or clarify the reason for processing it
4. **transfer** your personal information to another party
5. erasure (also known as the **right to be forgotten**) – allowing you to ask us to delete or remove personal information in certain circumstances, for example where the data is no longer needed or where there is no good reason for us continuing to process it, to

comply with a legal obligation, where it was obtained in breach of the GDPR and (if we are processing it on the basis of your consent) where you no longer consent. There are circumstances in which we may lawfully refuse a request to erase data.

You also have the **right to object** to us processing data if we are doing so on the basis of legitimate interest or performance of tasks in the public interest or in relation to direct marketing and research and statistics.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to **withdraw your consent** for that specific processing at any time.

If you want to assert any one of the rights above please contact Louise Chipchase at l.chipchase@wwf.co.uk. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Complaints can be lodged with the Information Commissioner at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

We reserve the right to update this privacy notice at any time.