

Privacy Policy

We are committed to safeguarding the privacy of all parties who provide us with information.

The information you provide, including personal information, will be used by us primarily to provide legal services to you. This information will be kept confidential and secure and our use of this information is subject to your instructions, the Data Protection Regulations, under which we are a Data Controller, and our duty of confidentiality.

You have a right of access under data protection legislation to the personal data that we hold about you.

Legal obligation

We process personal data to comply with common law or statutory obligations, and our lawful basis for processing this information is known as our Legal Obligation. This will include updating and enhancing client records, analysis to help us manage our practice, statutory returns, and legal and regulatory compliance.

Third parties

Please note that our work for you may require us to give information to third parties such as expert witnesses, professional advisers and Courts and Tribunals. You are responsible for ensuring the accuracy of all personal data you supply to us, and we will not be held liable for any errors unless you have advised us previously of any changes in your personal data.

Where you authorise, we may also disclose your information to your family, associates or representative. We may also disclose your information to debt collection agencies if you do not pay our bills.

In certain circumstances we may need to disclose personal information about you to relevant authorities if there is a legal obligation to do so. For further details on this, please refer to clause 25 from our Terms and Conditions of business.

Outsource

In the interest of speed, or controlling cost, we may outsource some of our typing or other administrative functions to a third party. Confidentiality agreements are in place with any service providers we use, and they are obliged, as we are, to keep your data both confidential and secure.

Credit decisions

We may need to make credit decisions about you, for example in relation to the payment of costs, and we may search the files of credit reference agencies who will record any credit searches on their file.

Audits and quality checks

As we are authorised and regulated by the Solicitors Regulation Authority, and are accredited under various professional schemes, we are subject to audits and quality checks on our practice.

These external firms or organisations are required to maintain confidentiality in relation to any files that they see in the course of their work.

How long will we keep your information

We will keep your information throughout the period of time that we do work for you and afterwards for a minimum period of six years (and longer in some types of legal transactions) as we are required to do so by law.

Transfers outside the EEA

We may, from time to time, transfer your personal data to a country outside of the EEA. This will only be done if necessary, for the performance of your contract with us or for the exercise or defence of legal claims on your behalf.

Rights you have

You have a series of rights under the General Data Protection Regulation which includes the 'Right of access.' Further information on all these rights and how to exercise them can be obtained from our Data Privacy Manager.

Right of Access

You have a right to see the information we hold about you. To access this, you need to provide a request in writing to our Data Privacy Manager together with proof of identity. We will usually process your request free of charge and within 30 days, however, we reserve the right to charge a reasonable administration fee and to extend the period of time by a further two months if the request is manifestly unfounded or vexatious and/or is very complex.

Data Privacy Manager

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