

Privacy Notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

Fairhurst Menuhin & Co Ltd is a Limited Liability company registered in England and Wales with number 7872324 and registered office at 11A Hill Street Saffron Walden Essex CB10 1EH and with VAT Number 163789564. Fairhurst Menuhin & Co Ltd is regulated and authorised by the Solicitors Regulation Authority, firm number 598877.

Fairhurst Menuhin & Co collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The General Data Protection Regulation (the "GDPR") seeks to protect and enhance the rights of data subjects. We are committed to protecting and respecting your privacy and we recognise the importance of the correct and lawful treatment of personal information, and will only use personal information as set out in this Privacy Notice.

The personal information we collect and use

In the course of your legal transaction we collect the following personal information when you provide it to us:

- Name
- Contact details
- Date of birth, marital status and gender
- National Insurance number and tax status information
- Identity information and documentation

There may be additional information in relation to your legal transaction to enable us to advise you and progress your case. This will depend on the type of legal work you instruct the firm to undertake. Examples of such additional data is listed below:

- Your bank and/or building society details
- Details of your spouse/partner and dependants or other family members, eg if you instruct us on a family matter or a will
- Your employment status and details including salary and benefits, eg if you instruct us on matter related to your employment or in which your employment status or income is relevant
- Details of your pension arrangements, eg if you instruct us on a pension matter or in relation to financial arrangements following breakdown of a relationship

- Your employment records including, where relevant, records relating to sickness and attendance, performance, disciplinary, conduct and grievances (including relevant special category personal data), eg if you instruct us on matter related to your employment or in which your employment records are relevant
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs, eg if you instruct us on discrimination claim
- Your trade union membership, eg if you instruct us on discrimination claim or your matter is funded by a trade union
- Your medical records, eg if we are acting for you in a personal injury or clinical negligence claim

How your personal data is collected

The majority of the data we collect is obtained directly from you. However, there are some circumstances whereby we obtain data from third parties such as:

- Companies House, if you are a company and you have instructed us we will need to verify your company at Companies House
- HM Land Registry, if you instruct us on a conveyancing matter and we are required to obtain title documentation from the Land Registry Portal
- From other third parties with your consent, for example your bank or building society or your pension provider

How we use your personal information

We will use your personal data where we need to: (a) in order to meet our contractual obligations under our agreement with you; (b) where it is necessary for our legitimate interests (or those of a third party and your interests and fundamental rights do not override those interests; or (c) where we need to comply with a legal or regulatory obligation.

In summary this means we use your personal information primarily to enable us to provide you with a legal service in accordance with your instructions. We also use your personal information for related purposes including identity verification, administration of files, updating existing records if you have instructed the firm previously, analysis to help improve the management of the firm, for statutory returns and legal and regulatory compliance.

The information will be held in hard copy and/or electronic format. You are responsible for ensuring the accuracy of all the 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.

Who we share your personal information with

We will only take instructions from you or someone you authorise in writing. Where you are acting as an agent or trustee, you agree to advise your principal or the beneficiary of the trust that their personal information will be dealt with on these terms.

If we are working on your matter in conjunction with other professionals who are advising you, including experts, barristers, banks, building societies, mortgage lenders, estate agents etc., we will assume, unless you notify us otherwise, that we may share and disclose relevant personal data and information about your matter to them, if we feel it is appropriate and necessary. We will not share your personal information with any other third party.

We will share personal information with law enforcement or other authorities if required by applicable law, including the Solicitors Regulation Authority or the Information Commissioner. If we are required to disclose information to the National Crime Agency, we may not be able to tell you that a disclosure has been made. We may have to stop working for you for a period of time and may not be able to tell you why. We cannot be held liable for any loss you suffer due to delay or our failure to provide information in these circumstances.

How long your personal information will be kept?

The time period in which we will hold your personal data including your name, address and contact details and your paper file will depend on the nature of your case. We will confirm the relevant time period to you once your case has been finalised. After this period of time, your file of papers including the electronic file, will be destroyed confidentially without further reference to you, unless we contact you to confirm other arrangements or you contact us to request your file of papers at an earlier date.

In order to meet our regulatory requirements, we may be required to retain basic information about you to include your name, address and date of birth on our electronic database for a longer period of time.

Transferring your personal data out of the EEA

To deliver services to you, it is sometimes necessary for us to share your personal data outside the European Economic Area (EEA), eg:

- With your and our service providers located outside the EEA;
- If you are based outside the EEA;
- Where there is an international dimension to the matter in which we are advising you.

These transfers are subject to special rules under European and UK data protection law.

If you would like further information please contact our Data Protection Officer (see 'How to contact us' below).

Reasons we can collect and use your personal information

We intend to rely on the following lawful bases to collect and use your personal or sensitive personal data:

- Your consent
- Contractual obligations
- Legal Obligations
- Public task
- Legitimate interests

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights. In summary, those include rights to:

- Fair processing of information and transparency over how we use your use personal information
- Access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal information
- Otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- Email, call or write to our Data Protection Officer – **Aaron Menuhin**
- Let us have enough information to identify you (*eg reference number/name*)
- Let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- Let us know the information to which your request relates

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that **our** Data Protection Officer can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you 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 any alleged infringement of data protection

laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: [0303 123 1113].

Changes to this privacy notice

This privacy notice was published on 22 May 2018.

We may change this privacy notice from time to time, when we do we will inform you.

How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us please send an email to our General Data Protection Officer aaron.menuhin@fmc-solicitors.com, write to Thorn House, 11a Hill Street, Saffron Walden, CB10 1EH.