

**STUART WARD SOLICITORS**  
**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**

SW Solicitor Limited trading as Stuart Ward Solicitors 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 PERSONAL INFORMATION WE COLLECT AND USE**

**Information collected by us**

In the course of us acting for you we may collect personal information from you relating to your:

- Name, address and contact details,
- Family and lifestyle,
- Education and training,
- Employment,
- Finances; and,
- Contractual commitments.

In some circumstances, where necessary, you may provide us with more sensitive information concerning matters such as; your race, ethnic origin, religious beliefs, trade union membership, health and medical history, sex life and sexual orientation.

**Information collected from other sources**

We may also obtain personal information from other sources as follows:

- Witnesses,
- Opposing parties; and,
- Any other third party.

The type of personal information we collect from other sources will vary depending on your instructions but may include the information listed above under the heading “Information collected by us”.

**Why we use your personal information (i.e. the purpose)**

We use your personal information for the provision of legal services. This includes advising you and acting on your behalf in bringing or defending legal proceedings.

## **Whether information has to be provided by you, and if so why**

Personal information is required from you to enable us to carry out our contract with you. We will inform you at the point of collecting the information if you are legally obliged to provide the information to us.

## **Who we share your personal information with**

We may share your personal information with the following third parties:

- Our accountants for the purpose of preparing our quarterly VAT Returns and annual accounts. The information provided relates to your personal details only (name and contact details),
- Our insurers and brokers,
- External service suppliers, representatives and agents that we use to make our business more efficient and to minimise the risk of personal information being lost or destroyed. For instance, our IT support provider,
- Law Society approved Consultants and/or Assessors for quality assessment purposes,
- Law enforcement agencies, our regulator or other authorities if required by applicable law; and,
- Any other third party, including opposing parties, where sharing your personal information is necessary to carry out your instructions.

We will not usually share your personal information with any other third party.

## **How long your personal information will be kept**

We will usually hold your personal information for 6 years from the date on which your matter concludes or we cease acting for you, whichever occurs first. In some cases we may retain your personal information for longer where it is necessary for the purpose of our legitimate interests or to comply with a legal obligation.

## **Reasons we can collect and use your personal information**

We will typically rely upon the following legal basis for using your personal information:

- for the performance of our contract with you, or to take steps to enter such a contract,
- for compliance with a legal obligation to which we are subject (including any obligations imposed upon us by our regulator); and/or,
- for the purpose of our legitimate interests or those of a third party (i.e. our insurers), but only if these are not overridden by your interests. Our legitimate interests include (amongst other things) that you are a client of ours and we are required to carry out your instructions and act in your best interest.

Where we collect and use more sensitive personal information, including that related to your race, ethnic origin, religious beliefs, trade union membership, sex life and sexual orientation we usually do so for the purpose of establishing, exercising or defending a legal claim.

## **YOUR RIGHTS**

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

- fair processing of information and transparency over how we use your 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 us; 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 we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you the right to lodge a complaint with a supervisory authority. 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 4 June 2018.

We may change this privacy notice from time to time. When we do so we will inform you in writing.

## **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 call us on 01482 303385 or send an email to [stuartward@swsolicitors.co.uk](mailto:stuartward@swsolicitors.co.uk) or write to us at Saltmarsh Court, Henry Boot Way, Kingston Upon Hull, HU4 7DZ.