

## **PRIVACY POLICY**

The partners at Laderman & Co take your privacy seriously and are committed to protecting your personal information.

This privacy policy tells you who we are and how and why we may collect, process, use, store and share any personal data we collect from you. We also explain your rights.

Laderman & Co is a partnership. Its principal place of business is at 4 The Shrubberies George Lane London E18 1BD United Kingdom. Save for our corporate partner the partners are solicitors qualified to practice in England and Wales.

We are authorised and regulated by the Solicitors Regulation Authority (SRA). The SRA is the independent regulatory arm of the Law Society. Our SRA number is 53528.

When we use your personal information we are regulated under the General Data Protection Regulation (GDPR) which applies throughout the European Union including the UK.

Personal information in this context means any information relating to an identified or identifiable individual.

It is important that the personal information we hold about you is accurate and current so we ask that you inform us if your personal information changes. We will only use your personal information for the purposes for which it is originally collected unless we reasonably consider that it is compatible for another legal service that we provide.

## **OUR GDPR PRIVACY POLICY**

### **PERSONAL INFORMATION WE COLLECT FROM YOU**

To enable us to act for you and advise you we will collect the following personal information from you:-

Name, address and telephone number(s).

Email address(s).

Identity verification information including your date of birth.

Financial information including, source of funds,

Bank account, building society account, payment card details.

Credit or financial checks.

National insurance and tax details.

Technical information

Other information and financial details we may collect is to enable us to act and give advice which might include , depending on why you have instructed us , for example, in the case of a discrimination claim, your ethnic origin, sexual orientation, religious or other beliefs. Other information might include your on- line presence data , details of your spouse or partner,

family, business associates or colleagues, employment details such as salary and benefits, pension arrangements, medical records and personal identifying information such as hair and eye colour or other distinguishing feature.

Any other information you provide to us is to enable us to act and give advice. If you fail to provide certain information when requested we may be unable to provide legal services and will notify you if we have to cease to act.

#### HOW WE COLLECT YOUR PERSONAL DATA

Whilst we will collect most personal information from you as part of our business acceptance and client identification procedures and in the course of providing legal services we may receive personal information about you from third parties, such as Companies House, Land Registry and any other publically available source or information technology system or source.

We may also collect personal information when you interact with members of our staff.

In certain circumstances (depending on the nature of the legal service we are providing) we may request your consent to obtain personal information from specific third parties such as your bank or building society, financial institutions, consultants, advisers and other professionals such as accountants, doctors or other health care providers.

#### HOW WE USE YOUR PERSONAL INFORMATION

We will only use your personal data if we have a legitimate interest and proper reason and to:

- a) set you up as a client, manage and administer and provide your chosen legal service to you.
- b) comply with legal and regulatory duties and obligations.
- c) improve our service to you, update our records .
- d) promote our services including sending you legal updates, publications and event details.
- e) ensure good business governance including accounting, auditing, statistical analysis screening and monitoring.

A “legitimate interest” means where we have a commercial or business reason to use your personal data.

#### SHARING YOUR PERSONAL INFORMATION & WHERE YOUR PERSONAL INFORMATION IS HELD

We will share your personal information with:

- a) professional advisers such as barristers, consultants, experts, medical professionals, accountants, or other third parties we instruct on your behalf.
- b) outsourced suppliers (word processing, translation, searches etc).
- c) courts ,HMRC, Companies House , Land Registry, other government bodies and other third parties to enable us to provide required legal services.

- d) IT service providers.
- e) fraud prevention and debt collection agencies.
- f) our bank and our external auditors.
- g) our insurers and brokers.

Your personal information will be held at our offices, in our archives and with our appointed third party agencies.

#### HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will keep your personal information after we have finished advising you for as long as is necessary. We will determine the appropriate retention period for individual matters based on legal and regulatory requirements, limitation periods for taking legal action and good practice.

When it is no longer necessary to retain your personal information we will delete it.

#### TRANSFER OF PERSONAL INFORMATION OUT OF THE EUROPEAN ECONOMIC AREA (EEA)

If you are based outside the EEA or there is a non EEA dimension to the legal service or service provider it may be necessary to share your personal information outside the EEA and special rules will apply as non EEA countries do not have the same GDPR protections. We will implement appropriate measures to protect your personal information.

#### HOW WE PROTECT YOUR PERSONAL INFORMATION

Appropriate measures are in place to prevent personal information being accidentally lost, unlawfully altered, used, or accessed. We limit access to employees and third parties – see SHARING YOUR PERSONAL INFORMATION & WHERE YOUR PERSONAL INFORMATION IS HELD – who have a genuine business need to have access to it and are subject to a duty of confidentiality.

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

#### YOUR RIGHTS

Subject to our Privacy Policy and the GDPR if you would like to exercise any of YOUR RIGHTS, you should email or write to us at:

The Partners, Laderman & Co, 4 The Shrubberies George Lane London E18 1BD.

[dpo@laderman.co.uk](mailto:dpo@laderman.co.uk)

REF : GDPR

We will need to be able to identify you as a client or former client so we will require :

- a) your full contact details and matter details and our reference number.
- b) proof of your identity as we shall require.
- c) you to tell us the right you want to exercise and the personal information related to your request.

A brief summary of your rights are:

ACCESS – to be provided with a copy of your personal information.

RECTIFICATION – to request correction of personal information errors.

TO BE FORGOTTEN – to require us to delete your personal information.

RESTRICTION OF PROCESSING – to request us to restrict processing of personal information.

DATA PORTABILITY – to request the transfer of personal information to a third party.

TO OBJECT – to your personal information being used.

NOT TO BE SUBJECT TO AUTOMATED DECISION MAKING – not to be subject automated processing which can significantly affect you.

-detailed information regarding your GDPR rights can be obtained from the UK Information Commissioners Office (ICO).

Please note that if you withdraw your consent for us to process your personal information we may be unable to continue to act for you and provide legal services. Furthermore notwithstanding you may have chosen to exercise your rights we reserve the right to continue to process your personal information to the extent required or permitted by law, in particular with exercising or defending our legal rights or meeting our legal and regulatory requirements, limitation periods for taking legal action and good practice.

#### CHANGES TO THIS PRIVACY POLICY

This Privacy Policy may be changed from time to time.

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