

OUR PRIVACY NOTICE

For the personal information that we collect from you we will act in accordance the Data Protection Act 1998 (and from 25 May 2018, with the General Data Protection Regulation (2016)).

- The Data Controller, registered with the Information Commissioners Office is identified as Aspect Law Limited, Newhall Works, 58 Bridge Street, Birmingham. B3 1QA.

Telephone No. 0121 233 4752.

Email: a.pawar@aspectlaw.com

- The main contact for the data controller is Mr. Avi Pawar.
- The personal information we collect from you will be used for:

The purposes of providing legal services to you pursuant to these terms and conditions of your retainer with us.

- The legal basis upon which we will process your personal data under is:

We are contracting with you to provide legal services pursuant to these terms and conditions and are obliged to comply with our own legal and regulatory obligations to collect and process your personal data in providing those legal services. We also process for our own legitimate interest or that of third parties.

- It is anticipated that the personal information we collect from you to provide legal services may include the following categories of personal data: names, addresses, dates of birth, financial records (where applicable), personal identity documents and contact details such as telephone numbers and email addresses, family details, lifestyle and social circumstances and business of the person whose personal information we are processing. We also process more sensitive information which may include the following categories of personal data: physical or mental health details, racial or ethnic origin, political opinions, religious or other beliefs, sexual life, trade union membership, offences and alleged offences, criminal proceedings, outcomes and sentences. This information will be uploaded to our cloud based document management system, our server and copied to your paper files and may be reviewed by our employees in order to validate the information.

Aspect Law Limited, Newhall Works, 58 George Street, Birmingham, B3 1QA

Telephone: 0121 233 4752 **Fax:** 0121 270 4233

Email: info@aspectlaw.com **Website:** www.aspectlaw.com

- Third parties who may have access to the personal data are those you have authorised us to engage in support of your matter or those where we have an obligation to share that information with, either by statute or order of the Court. These third parties would be solicitors, barristers, legal costs draftsmen, accountants, surveyors, translators, family, associates or representatives of the person whose personal data we are processing, healthcare professionals, social and welfare organisations, business associates, trade associations and professional bodies, suppliers and service providers, ombudsman and regulatory authorities, complainants, financial organisations, debt collection and tracing agencies, credit reference agencies, private investigators, courts and tribunals, central government or other professional advisers as Data Processors. Our external auditors may also have access to the personal data. We shall ensure that any third parties so authorised carry out any processing activities by way of a contract which will provide sufficient guarantees to implement the appropriate technical and organisational measures so that their processing meets the requirements of the General Data Protection Regulation. If that third party fails to fulfil its data protection obligations, we will remain fully liable to you for the performance of their obligations.
- Data will not be transferred out of the EU.
- To ensure fair and transparent processing your personal data will be stored for 6 years calculated from the date of conclusion of your retainer with us.
- Your rights are: access to, rectification of, erasure of your data on request, and in lines with the rules laid out in the General Data Protection Regulations. If you would like a copy of some or all of your personal data, or ask us to correct or remove information that is inaccurate, please email Avi Pawar on a.pawar@aspectlaw.com , or write to us using the contact details above.
- In the event that you exercise your rights, you can also seek restriction of processing your personal data or objection to processing of your personal data.
- You have the right to lodge a complaint with a supervisory authority which is the Information Commissioner's Office in the UK.
- The personal data collected from you is a contractual requirement of our retainer and to enable us to comply with our own legal and regulatory obligations in compliance with that retainer and as such you are obliged to provide the personal data. Failure to do so could result in us having to terminate our retainer.
- The data collected is not subjected to automated decision-making.

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