



## Privacy Notice

### Why should you read this document?

During the course of dealing with us, we may ask you to provide us with detailed personal information relating to your existing circumstances, your financial situation and, in some cases, your health and family health history (**Your Personal Data**). This document is important as it explains what we will need to do with Your Personal Data, and the various rights you have in relation to Your Personal Data.

### What do we mean by “Your Personal Data”?

Your Personal Data means any information that describes or relates to your personal circumstances. Your Personal Data may identify you directly, for example your name, address, date of birth, National Insurance number. Your Personal Data may also identify you indirectly, for example, your employment situation, your physical and mental health history, or any other information that could be associated with your cultural or social identity.

In the context of providing you with legal advice or assistance we may ask you to provide:

- Your title, names, date of birth, gender, nationality, civil/marital status, contact details, addresses and documents that are necessary to verify your identity
- Employment information, and employment history
- Bank account details, tax information, loans and credit commitments, personal, sources of income and expenditure, family circumstances and details of dependants
- Health status and history, details of treatment and prognosis, medical reports. Below we explain the processing we may undertake in relation to this type of information
- Any pre-existing investment, mortgage, finance and insurance products, tax, accountancy or legal arrangements including Wills and Trusts and the terms and conditions relating to these

### How we will deal with Your Personal Data

When we speak with you about your requirements we do so on the basis that both parties are entering into a contract for the supply of services.

In order to perform that contract, and to arrange the products and services you require, we have the right to use Your Personal Data for the purposes detailed below.

Either in the course of initial discussions with you or when the contract between us has come to an end for whatever reason, we have the right to use Your Personal Data provided it is in our legitimate business interest to do so and your rights are not affected. As an example, we may need to respond to requests from mortgage lenders, insurance providers and our Compliance Service Provider relating to the advice we have given to you, or to make contact with you to seek feedback on the service you received.

We may also use Your Personal Data to fulfil our legal or regulatory responsibilities to our regulator, The Solicitors Regulation Authority, or for wider compliance with any legal or regulatory obligation to which we might be subject.

### **The basis upon which we will process certain parts of Your Personal Data**

We classify some of the information we may request as **Your Special Data**. This includes details of your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership and information about your health, and is most likely to be required in dealing with, for example (but not exclusively) Lasting Powers of Attorneys. We will record and use Your Special Data in order to determine the correct legal advice to provide to meet your needs.

If you have parental responsibility for children under the age of 13, it is also likely that we will record information on our systems that relates to those children and potentially, to their Special Data.

The arrangement of certain types of insurance may involve disclosure by you to us of information relating to historic or current criminal convictions or offences (together "**Criminal Disclosures**"). This is relevant to insurance related activities such as underwriting, claims and fraud management.

We will use Your Special Data and any Criminal Disclosures in the same way as Your Personal Data generally, as set out in this Privacy Notice.

Information on Special Data and Criminal Disclosures must be capable of being exchanged freely between insurance intermediaries such as our Firm, and insurance providers, to enable customers to secure the important insurance protection that their needs require.

### **How do we collect Your Personal Data?**

We will collect and record Your Personal Data from a variety of sources, but mainly directly from you. We will usually ask you to provide information during the course of our initial meetings or conversations with you to establish your circumstances, needs and preferences in relation to

any or all of the services that we provide. Data will be gathered either verbally, in writing, or by electronic means including email.

With your consent, we or our nominated processor may also obtain some information from third parties, for example, information from your employer, and searches of information in the public domain such as the voters roll. We would not require your consent to electronic ID checks but will inform you of how such software operates and the purpose for which it is used.

## **What happens to Your Personal Data when it is disclosed to us?**

In the course of handling Your Personal Data, we will:

- Record and store Your Personal Data in our paper files and on our computer systems, which may include websites, email, hard drives, cloud facilities and mobile devices. This information can only be accessed by employees and consultants within our Firm and Firms within our group who are authorised by us to access such information in accordance with our Terms of Business.
- Submit Your Personal Data both in paper form and on-line via a secure portal. The provision of this information to a third party is essential in allowing us to progress any enquiry or application made on your behalf and to deal with any additional questions or administrative issues that lenders and providers may raise.
- Use Your Personal Data for the purposes of responding to any queries you may have in relation to any advice or services we provide to you, or to inform you of any developments in relation to those products and/or polices of which we might become aware.
- We would like to share news, comment and updates on topics that may not be directly relevant to the service(s) for which you have engaged us, as well as promotional items such as events or products and services that we believe will be of interest to you. We won't share your details with anyone outside of our group for marketing purposes. We will ask you to indicate your consent to us contacting you by signing our terms of business.

## **Sharing Your Personal Data**

From time to time Your Personal Data will be shared with other organisations for the purpose of providing, arranging and maintaining products and services that you have asked us to facilitate on your behalf. These organisations may include:

- Insurance companies, Pension Providers, Investment companies, Banking Institutions, Third Party Solicitors and/or accountants, Mortgage Lenders, Commercial Lenders, Land Registry, HMRC, Companies House, Medical Practitioners, Office of the Public Guardian, or Probate Registry. Please note that this is not an exclusive list and other classes of organisation may be included depending on your personal requirements.

- Third parties who we believe will be able to assist us with your enquiry or application, or who are able to support your needs as identified. These third parties will include but may not be limited to, our Compliance Advisers, the Solicitors Regulation Authority, Product specialists, estate agents, providers of legal services such as surveyors and valuers, in each case where we believe this to be required due to your particular circumstances.

In each case, your Personal Data will only be shared for the purposes set out in this customer privacy notice, i.e. to progress any products, advice or services that you request, and to provide you with our professional services.

Please note that this sharing of Your Personal Data does not entitle such third parties to send you marketing or promotional messages: it is shared to ensure we can adequately fulfil our responsibilities to you, and as otherwise set out in this Privacy Notice.

In order to deliver our service to you and provide you with effective advice, we may seek advice from qualified specialists who are employed by the other firms within our group, which include Chesterton House Financial Planning Ltd and Chesterton House Accounting Services LLP. Our Terms of Business includes your consent to share data with other firms within our group for this purpose, if you have not signed a Terms of Business we will require you to provide us with your authority to do so in writing.

We will co-operate with any lawyer, accountant, or other professional chosen by you with regard to the creation or implementation of any recommendations.

We do not envisage that the performance by us of our service will involve Your Personal Data being transferred outside of the European Economic Area.

## **Security and retention of Your Personal Data**

Your privacy is important to us and we will keep Your Personal Data secure in accordance with our legal responsibilities. We will take reasonable steps to safeguard Your Personal Data against it being accessed unlawfully or maliciously by a third party.

We also expect you to take reasonable steps to safeguard your own privacy when transferring information to us, such as not sending confidential information over unprotected email, ensuring email attachments are password protected or encrypted and only using secure methods of postage when original documentation is being sent to us.

Your Personal Data will be retained by us either electronically or in paper format for a minimum of six years, or in instances whereby we have legal right to such information we will retain records indefinitely. Such a right is likely to exist when we have arranged a long term contract for you, or given advice on arrangements that may have long term implications, where we have a regulatory or legal obligation to retain the data, or where we consider there is a possibility it may be required in order to defend against a future claim.

## Your rights in relation to Your Personal Data

You can:

- request copies of Your Personal Data that is under our control
- ask us to further explain how we use Your Personal Data
- ask us to correct, delete or require us to restrict or stop using Your Personal Data (details as to the extent to which we can do this will be provided at the time of any such request)
- ask us to send an electronic copy of Your Personal Data to another organisation should you wish
- change the basis of any consent you may have provided to enable us to market to you in the future (including withdrawing any consent in its entirety)

## How to make contact with our Firm in relation to the use of Your Personal Data

If you have any questions or comments about this document, or wish to make contact in order to exercise any of your rights set out within it please contact our Data Compliance Officer:

Andrew Jervis,  
29 Rectory Place,  
Loughborough,  
Leicestershire,  
LE11 1UW

If we feel we have a legal right not to deal with your request, or to deal with it in different way to how you have requested, we will inform you of this at the time.

If you become aware of any unauthorised disclosure of Your Personal Data, you should make contact with us as soon as possible so that we may investigate and take any steps that we deem necessary to safeguard your interests, as well as to fulfil our regulatory obligations.

If you have any concerns or complaints as to how we have handled Your Personal Data you may lodge a complaint with the UK's data protection regulator, the Information Commissioner's Office (ICO), who can be contacted through their website at <https://ico.org.uk/global/contact-us/> or by writing to

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

*Privacy Notice version – Effective July 2020*