

Website Privacy Notice

1 Introduction

- 1.1 This Privacy Notice forms part of the overall Data Protection Policy of Liverpool Civil Law.
- 1.2 Liverpool Civil Law takes your privacy very seriously. We ask that you read this Privacy policy carefully as it contains important information about what to expect when Liverpool Civil Law collects personal information about you and how we will use your personal data.
- 1.3 Liverpool Civil Law **Limited** registered office is 3rd Floor, 1 Old Hall Street, Liverpool, L3 9HF.
- 1.4 The data contact at Liverpool Civil Law is Andrew Heap and he can be contacted at andrew@liverpoolcivillaw.com
- 1.5 This policy applies to information we collect about:
 - 1.5.1 visitors to our website
 - 1.5.2 people who do business with us or register for our service

2 The information we collect about you

When you do business with us or register for our service we collect the following personal information from you:

- 2.1 Where you are a Solicitor and instruct us to advise or represent a client:
 - 2.1.1 Name
 - 2.1.2 Firm's address, email address and telephone number
- 2.2 Where you are an individual and instruct us to advise or represent you via Direct Access;
 - 2.2.1 Name
 - 2.2.2 postal address, email address and telephone number
- 2.3 **Whether we are instructed via Solicitors or via Public Access, in order to help us provide legal and business services, we require, across the various legal practice areas, the following information:**
- 2.4 To enable us to act for you, whether to provide representation (i.e. something that requires us to use or adhere to a process, for example, attend Court with you), or, advice (i.e. where we are instructed only to provide a written advice for you or draft legal documentation), we may need to provide a third party or parties with your data. If this is required, then we will obtain your consent to do so unless we are able to do so by relying on one of the lawful bases contained within Article 6 GDPR. It is likely we will be relying on consent, contract, legal obligation and/or legitimate interests as our basis/bases for processing.
- 2.5 We will only collect that information that is strictly necessary to enable us to perform our lawful basis for processing.
- 2.6 Our reasons for processing your data is to enable us to comply with our legal and regulatory duties and verify your information, following which we are able to act for you in the pursuance of your legal transaction or advice.

3 How we will use the information about you

- 3.1 We gather this information to allow us to provide the services requested. The relevant information is then used by us to communicate with you on any matter relating to the conduct of the instructions in general.

4 Marketing

- 4.1 We may also wish to provide you with information about special features of our website or any other service we think may be of interest to you. If you wish to receive this information, please send us an email message marked 'SUBSCRIBE' to clerks@liverpoolcivillaw.com . If you do not provide us with your consent to contact you in this way then we shall not market to you. If

you do wish for us to contact you but then change your mind, you can always opt out at a later date.

5 How we protect your information

- 5.1 We have put in place the following security procedures and technical and organisational measures to safeguard your personal information: including *firewalls, anti-virus software, anti-spam software, auto or real-time updates on your systems and applications, URL filtering, secure data backup, encryption, deleting or disabling unused/unnecessary user accounts, deleting or disabling unused/unnecessary software, using strong passwords and disabling auto-run features*
- 5.2 We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

6 Access to your information and updating and correcting your information

- 6.1 You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to Andrew Heap at andrew@liverpoolcivillaw.com or send a letter to Andrew Heap, Senior Clerk, Liverpool Civil Law, 3rd Floor, 1 Old Hall Street, Liverpool L3 9HF.
- 6.2 We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to Liverpool Civil Law changes, for example if you change your email address or name, please let us know the correct details by sending an email to Andrew Heap at andrew@liverpoolcivillaw.com or send a letter to Andrew Heap, Senior Clerk, Liverpool Civil Law, 3rd Floor, 1 Old Hall Street, Liverpool L3 9HF.
- 6.3 You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

7 Your Rights

- 7.1 Under GDPR, you have the following data subject rights:
- 9.1.1 The right to be informed about what information we hold about you
 - 9.1.2 The right of access to the information we hold about you
 - 9.1.3 The right to rectification of any data we hold about you which is incorrect
 - 9.1.4 The right to erasure of any data which we either no longer require, or which is irrelevant, or which you object to
 - 9.1.5 The right to restrict processing while considering your requests under either 9.1.4 or 9.1.7
 - 9.1.6 The right to data portability in a machine-readable format which easily accessible
 - 9.1.7 The right to object to us processing your data
 - 9.1.8 Rights in relation to automated decision-making and profiling. For the avoidance of doubt, we do not as an organisation perform any automated decision-making or profiling.
- 9.2 You also have the right to withdraw consent at any time if where you had previously provided us with it.
- 9.3 Where you are dissatisfied with how we are handling your request or you think we have acted or omitted to act in a way that causes risk to your rights and freedoms then you have the right to lodge a complaint with a supervisory authority, which in the United Kingdom is the Information Commissioners' Office (ICO)

8 Changes to our Data Protection Policy and Privacy Notice

- 8.1 We keep our Privacy Notice under regular review. If we change our Privacy Notice we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. This Privacy Notice was last updated on 15 May 2018.

9 How to contact Liverpool Civil Law

10 We welcome your views about our website and our Privacy Notice. If you would like to contact us with any queries or comments please send an email to Andrew Heap at andrew@liverpoolcivillaw.com or send a letter to Andrew Heap, Senior Clerk, Liverpool Civil Law, 3rd Floor, 1 Old Hall Street, Liverpool L3 9HF.

11 Links to other websites

11.1 Our website contains no links to other websites. This Privacy policy applies only to this website. However, should we provide links to other websites, such as via a published online news article, we ask that when you access links to the other websites also read their own privacy policies.

12 Data Protection Policy

This Privacy Notice form part of our overall Data Protection Policy, a copy of which is available on request by sending an email to Andrew Heap at andrew@liverpoolcivillaw.com or send a letter to Andrew Heap, Senior Clerk, Liverpool Civil Law, 3rd Floor, 1 Old Hall Street, Liverpool L3 9HF.