

DATA PROTECTION PRIVACY NOTICE

How we use your data

Parker Rhodes Hickmotts Solicitors is registered as a data controller with the Information Commissioners Office (ICO) under number 26438015.

Our Compliance Officer is Fiona Shinner. She can be reached by email at: fionashinner@prhsolicitors.co.uk.

We will use the information given to us to provide you with legal services in accordance with your instructions. We will keep your information confidential and we will only use it for the purposes for which it was provided or as is permitted in law which includes for dealing with complaints or regulatory investigations. If you are our client under the legal aid scheme then we may be required to share some or all of your information with the Legal Aid Agency.

We may also need to share some or all of your information with our Quality Assurance Auditors (for example Lexcel and also with the firm's Accountants) for the purpose of assessments to ensure that we are adhering to quality standards. Any examination of files and information will be strictly controlled.

In addition, it may become necessary to share some or all of your information with other parties. These will include, by way of example:-

1. Barristers;
2. Professional Experts;
3. The Legal Ombudsman (if you complain about our service);
4. The Solicitors Regulation Authority (our regulatory body).

In sharing your information, we will always take care to ensure that those we share it with also keep your information confidential and safe.

Please let us know if you are happy for us to share your information.

Yes I consent

No I do not consent

Please tick as appropriate and return.

We are committed to providing our clients with high quality legal services. As the law evolves it is often useful to update clients as to changes in law and enhanced services that we are able to offer. We may wish to contact you in the future about our other services. Please let us know if you are happy to receive this information.

Yes I am happy for you to contact me about other services

No I do not want you to contact me about other services

Please tick as appropriate.

Your Rights

You have rights under the General Data Protection Regulation and these include the right to be informed what information we hold about you even though it is likely that you have provided us with the information that we hold. If you believe that the information is wrong or out of date please let us know immediately upon discovery and we will correct and update it.

How long will we hold your data

We will hold your information as long as you are associated with us or if you are no longer associated with us for as long as is required for our regulatory and insurance purposes.

Once we have concluded that we are not required to retain your information, we will confidentially destroy that information in line with our terms and conditions relating to storage.

We will retain your name, address and date of birth, in order to ensure that we do not inadvertently create a conflict which would act contrary to our obligation of confidentiality to you and so we can contact you in relation to our other services if you have advised that we may do so.