

## **KEY SUMMARY**

We process your data in order to provide legal services to you. We may also process your data as a result of your relationship with one or more of our clients, or where you apply to work for or with Lionshead Law Ltd. We also collect personal information when you contact us, subscribe to one of our mailing lists or attend one of our seminars or events.

Other service providers play an important role in this relationship, as we instruct them to assist with other professional services and administrative requirements. We liaise with them to ensure efficiency in business support tasks such as security, delivery, technology, payment, insurance, litigation support and archiving and storage.

Your information will be treated securely and in strict confidence.

This Notice explains what data we process, why, how it is legal and your rights. In order that we do our best to be transparent, this privacy notice will be updated on an ongoing basis.

## About Us

Lionshead Law Ltd. is regulated by the Solicitors Regulation Authority.

The firm is headed by Belinda Lester, who is a qualified Solicitor of many years standing. Belinda advises companies and individuals on employment law matters.

Lionshead Law have entered into Consultancy Agreements with a number of other fully qualified lawyers who advise on employment law, immigration law, commercial law, intellectual property and technology.

Every Consultant has contractually agreed to abide by the firm's Data Protection Policy and acknowledges and accepts the contents of this Privacy Notice.

We take your privacy seriously and ask that you read this Privacy Notice carefully as it contains important information on:

- your personal data, why we collect it and what we do with it;
- Who we share information with and
- your rights.

Please contact us if you have any questions about this Privacy Notice or any of the information that we hold about you. If you wish to do so, please e-mail us at

[enquiries@lionsheadlaw.co.uk](mailto:enquiries@lionsheadlaw.co.uk)

This Privacy Notice may be changed from time to time. Please check to ensure you are aware of the most recent version.

## Definitions

### Personal Data

Any information from which a living individual can be identified. This includes names, addresses, e-mail addresses, telephone numbers, voice recordings, video recordings, photographs. It also includes expressions of opinion and indications of intentions about data subjects (and their own expressions of opinion/intentions).

It will also cover information which, on its own does not identify someone but which, if put together with other information, which we have or may have in the future, would identify them.

### Sensitive personal data

Sensitive personal data is any information in respect of:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade Union Membership
- Genetic or Biometric Data
- Health
- Sex Life and Sexual Orientation
- Any criminal convictions and offences

### Data Subject

The person to whom the personal data applies

### Data Controller

Any person who decides the purpose for which personal data is processed and the manner in which it is processed.

### Data Processor

Any person who processes the personal data on behalf of the data controller

## **Collecting Your Data**

The information we collect is:

### **Personal Data**

In order that we are able to provide our services to you, we will collect your details, including:

- Your name;
- Your address;
- Your telephone number(s);
- Your e-mail address(es);
- Your date of birth;
- Your identification documents which are required for us to be able to comply with legal and regulatory requirements.

We will also collect

- information that you share with us when you instruct us as a client of Lionshead Law Ltd in respect of any particular matter or matters;
- personal data when you contact us, attend a seminar or event that we put on, or make a complaint;
- information provided as a result of your relationship with one or more of our clients
- information provided where you supply us with services or where you apply for a job or work placement.

### **Sensitive Personal Data**

We will not process any sensitive personal data provided to us without first explaining why that data is needed and how we intend to use it. We will also explain your rights and, if necessary, obtain your prior consent. For example, we will ask for your consent if you are attending one of our events and we collect data relating to your dietary requirements.

## **Personal data of other people**

If you give us information on behalf of another person, we will need your confirmation and evidence that you are authorised by the other person to provide his or her personal data.

## **Personal data provided by third parties**

We will collect information from third parties such as: organisations with whom you have dealings; legal authorities; regulatory authorities; government agencies; credit reporting agencies; recruitment agencies; information or service providers and publicly available records.

## **Processing Your Data**

We are allowed by law to collect your data on the following basis:

- **Contract**

Where it is necessary for the performance of any contract that we have entered into with you.

- **Legal Obligation**

Where it is necessary for us to do so to comply with the law. For example, the requirement to carry out identity checks in compliance with the Money Laundering Regulations.

- **Legitimate Interest**

Where we have a legitimate interest to do so and in circumstances where we have considered the impact on your rights and interests and have appropriate safeguards to minimise or prevent any intrusion into your privacy. Examples of legitimate interest are: regulatory compliance, e.g. conflict checks; quality control; complaint management; administration and maintenance of internal records.

- **Consent**

Where you have given us specific consent

We use your personal data for the following purposes:

- **Delivering Legal Services**
- **Compliance with Legal and Regulatory obligations**

- **Carrying out administration**
- **Carrying out Business Development and Marketing** – if you have consented to receiving marketing from us, you can opt out at any time.

### **Sensitive Personal Data**

We will only process your sensitive personal data for one or more of the following reasons:

- You have given your explicit consent
- Because it is necessary for us to protect your vital interest
- Because the data has been manifestly made public and is necessary for our purposes
- We are establishing or defending a legal claim

### **Who will have Access to your personal data**

In the course of providing our services and conducting our business we will disclose your personal data to:

- Other service providers who have been instructed by us to assist with the provision of legal or other services;
- External providers of business services to Lionshead Law Ltd;
- Legal and Regulatory Authorities e.g. Solicitors Regulation Authority and
- To another organisation in the event of a merger or change of ownership of our firm.

### **Security of your data**

We recognise our duty to keep personal data and information confidential. Where we share information, we take all reasonable steps to keep it secure, use it fairly and ensure that data protection safeguards are in place.

### **Deletion of your data**

We will retain data as follows:

- client data only for as long as it is reasonable and necessary for us to meet our legal, professional and regulatory obligations;
- copy documentation in relation to particular matters on which you have instructed us for six years;
- original documents permanently or until they are returned to you;
- accounting records for six years from the end of the last financial year they relate to;
- data held in relation to contracts with third parties for six years after the expiry of the contract;
- correspondence and data in relation to complaints for six years following closure of the complaint;
- applications/CV/s/interview records for six months after notifying unsuccessful candidates unless we have express consent to hold this data for longer.

## **Your Rights**

As a data subject you have the following rights:

- the right of access to personal data relating to you – you may ask to see what personal data we hold on you and to provide details of: the purpose; recipients; the retention period; the source of the data and whether we carry out an automated decision making or profiling process.
- the right to correct any mistakes in your information.
- the right to ask us to stop contacting you with direct marketing – you have the right to be forgotten.
- rights in relation to automated decision making – Lionshead law Ltd. does not make any automated decisions and so this does not apply.
- the right to restrict or prevent your personal data being processed.
- the right to have your personal data ported to another data controller.
- the right to erasure of personal data.

## **Complaints to the Regulator**

If you consider that we have not processed your data in accordance with this notice, please let us know as soon as possible.

You may complain to

The Commissioner's Office. Information about how to do this is available on his website at [www.ico.org.uk](http://www.ico.org.uk)

Similarly, you may complain to the Solicitors Regulation authority. Information about how to do this is available on the SRA website.