

## **S D YOUNG – DATA PROTECTION AND PRIVACY POLICY**

S D Young respects your privacy and is committed to protecting your personal data. This Data Protection and Privacy Policy will inform you as to how S D Young looks after your personal data and tells you about your privacy rights and how the law protects you. This Data Protection and Privacy Policy also aims to provide you with information on how S D Young collects and processes your personal data and your rights to ask about the information that S D Young will hold.

Your personal data will be gathered primarily, if not solely, from you as a client of S D Young. It is for the purpose of verifying your identity and for carrying out the legal and administrative work in connection with the matter you have instructed the firm to deal with.

You will need to provide your personal information, including your name (and possibly any previous name or names), address (and possibly all addresses at which you have lived for the last 5 years), date of birth, National Insurance number, contact telephone numbers and emails. You will also need to provide information relevant to the matter you have instructed the firm to deal with, which may include details of your marital status, financial circumstances and your family circumstances. This information will normally be provided by you in person and/or by way of electronic correspondence [email]. Further information may be obtained from third parties with whom S D Young has contact in relation to the conduct of the matter you have instructed the firm to deal with, such as other clients of the firm past or present, for example when making a recommendation of the firm, other Solicitors, Barristers, Accountants, Mortgage or Financial Advisors, financial institutions, medical practitioners, Social Workers and other Local Authority employees, the Family or County Courts, the CAB, members of CAFCASS.

It is important that the personal data the firm holds is accurate and current. Please keep S D Young informed if your personal data changes during your relationship with the firm.

The data and information obtained will be kept securely by the firm. It will never be sold to a third party. It will not be passed on without your agreement and authority and only when it is necessary and appropriate in order for S D Young to deal with the matter for which the firm has been instructed.

The data and information obtained will be used only to carry out and support the work in connection with the matter for which the firm has been instructed, to carry out ancillary accounting and administrative work, to verify your identity for Anti Money Laundering purposes and to comply with S D Young's statutory and regulatory obligations. Accordingly, the firm may have to share the data and information with H M Courts and Tribunals Service, H M Revenue & Customs, CAFCASS, Social Workers, other firms of Solicitors or Barristers or other professional advisers involved in the matter for which the firm has been instructed or to the firm's auditors and regulators.

S D Young does not use the data and information held by the firm for advertising or marketing purposes.

S D Young has in place effective and appropriate security systems to ensure that your personal data is safe and is not accidentally lost, used or accessed or disclosed in an unauthorised way. Access to your personal data is strictly limited to employees of the firm, the firm's auditors and regulators and the Legal Ombudsman.

S D Young will store your personal data on the firm's file and computers. The firm will only retain your personal data for as long as necessary to fulfill the purposes for which the firm collected it or for the purposes of complying with any legal, accounting or regulatory requirements. At the end of your matter your file will be retained securely for a minimum of 6 years, after which it will be destroyed; during such period it will not be disclosed to anyone without your express authority.

### **Your rights**

Under the General Data Protection Regulations (in force since 25<sup>th</sup> May 2018) you have the following rights:

- the right to request that S D Young provide you with a copy of the personal data that the firm holds in respect of you, which will be provided free of charge;
- the right to request that S D Young update your personal data where it is incorrect or out of date, or erase personal information which S D Young holds where there is no compelling reason for the firm to continue processing your personal data or where you have exercised your right to objecting to processing (see below);
- where S D Young is relying on a legitimate interest, the right to object to the processing of your personal data because there is something about your particular situation which makes you want to object to processing on this ground as you feel that it impacts on your fundamental rights and freedoms.

### **Legal basis for use and processing your personal data**

S D Young will only use or process your personal data when the law allows the firm to do so. The firm's use or processing of your personal data is highly likely to result in only minimal impact on your privacy. Therefore, S D Young will only obtain and use or process your personal data (a) where it is necessary for the firm's legitimate interests and your interests and fundamental rights do not override those interests, and (b) where the firm needs to comply with a legal or regulatory obligation. S D Young is pursuing a legitimate interest in using or processing your personal data for the purpose of conducting and managing the firm's business and its conduct of your matter to enable it to give you the best service and the best and most secure experience. The use or processing of your personal data is necessary for that purpose. S D Young makes sure that it considers and balances any potential impact on you (both positive and negative) and your interests, rights and freedoms before the firm uses or processes your personal data for its legitimate interests. The firm will not use your personal data for activities where its interests are overridden by the impact on you (unless the firm has your consent or is otherwise required or permitted by law). You can obtain further information about how the firm assess its legitimate interests against any particular impact on you in respect of specific activities by contacting the firm's Data Protection Officer (details below). The firm believes that the use or processing of your personal data in this way would be a reasonable expectation on your behalf.

If information is passed to a third party in accordance with this Data Protection and Privacy Policy the firm will require that third party to respect the security and privacy of your personal data and to treat it and manage it in accordance with the General Data Protection Regulations.

Stuart Young, Solicitor and owner of S D Young, is the firm's Data Protection Officer. Contact details: Stuart Young, S D Young, 5 Dairy Court, 97 Huntingdon Street, St Neots, Cambridgeshire, telephone number 01480 470411, email address [stuartyoung@sdyoungsol.co.uk](mailto:stuartyoung@sdyoungsol.co.uk). If you have any questions or concerns about the firm's use of your personal data please contact Stuart Young. If you are not

satisfied with the response you receive you have the right to contact the Information Commissioner's Office [ICO] at [www.ico.org.uk](http://www.ico.org.uk). The ICO is the UK supervisory authority for data protection issues.

S D Young may update and make changes to this Data Protection and Privacy Policy from time to time. You can request an up to date copy of the Data Protection and Privacy Policy at any time.