



SARAH BENTLEY SOLICITORS
Specialist in Family Law

Privacy Notice

Please read the following information carefully. This privacy notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who Sarah Bentley Solicitors shares this information with, the security mechanisms we have put in place to protect your information and how to contact us in the event you need further information.

Who Are We?

Sarah Bentley Solicitors collects, uses and is responsible for personal information about you. When Sarah Bentley Solicitors does this it is the “controller” of this information for the purposes of the GDPR and the Data Protection Act 2018

If you need to contact us about your information or the processing carried out you can use the contact details at the end of this document.

What do we do with your information?

Information collected from you

Sarah Bentley Solicitors collects some or all of the following personal information that you provide:

- personal details – including name, address, email and telephone contact details, date of birth and gender
- family details
- lifestyle and social circumstances
- financial details
- education, training and employment details
- details relating to your legal history, previous matters or proceedings you have been involved in
- other personal information relevant to the circumstances in which you require our legal advice

We may also collect and store the following ‘special categories’ of sensitive personal information

- physical or mental health details
- racial or ethnic origin
- religious, philosophical or other beliefs
- sexual orientation
- genetic information
- information about criminal convictions and offences

Information collected from other sources

The same categories of information may also be obtained from third parties, such as members of Sarah Bentley Solicitors, legal professionals, experts, members of the public, your family and friends, witnesses, courts and other tribunals, suppliers of goods and services, investigators, government departments, regulators, public records and registers

How Sarah Bentley Solicitors uses your personal information

Sarah Bentley Solicitors may use your personal information for the following purposes:

- to verify your identity and to carry out anti-money laundering and terrorist financing checks
- to communicate with you
- to analyse your legal position and provide information to you about services we can provide

- to provide legal services to you where you have instructed us to do so
- to maintain our records in relation to the provision of our services
- to fulfil equality and diversity and other regulatory requirements
- to respond to potential complaints
- as otherwise required or permitted by law.

The legal basis for processing your personal information

Sarah Bentley Solicitors relies on the following as the lawful bases to collect and use your personal information:

- Consent has been provided by you
- The processing is necessary for the purposes of performing or exercising obligations or rights that are imposed or conferred by a contract with you or in preparation for such a contract
- In certain circumstances processing may be necessary in order that Sarah Bentley Solicitors can comply with a legal obligation to which it is subject (including carrying out anti-money laundering or terrorist financing checks).
- Processing is necessary for our legitimate interests and/or the legitimate interests of a third party

The legal bases for the processing of special categories of personal information:

- Explicit consent has been provided by you
- Processing is necessary for legal proceedings, legal advice, or otherwise for the establishment, exercise or defence of legal rights.
- The processing is necessary to prevent or detect unlawful acts where it is in the substantial public interest and it must be carried out without consent so as not to prejudice those purposes.

What happens if you do not provide information?

If you fail to provide information when requested, which is necessary for us to undertake compliance activities or provide services, we may have to cease our provision of services.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with one of the purposes listed above. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or seek your consent.

Who will Sarah Bentley Solicitors share your personal information with?

We will not ordinarily share your information with anyone else. However, there are certain circumstances where we will be required to share your information with organisations as part of the legal service provided to you or our professional compliance. We will comply with the Data Protection Act 2018 when making this disclosure.

It may be necessary to share your information with the following:

- information processors, such as IT support staff, email providers, information storage providers
- Auditors
- Insurers
- in the event of complaints, the Director of Sarah Bentley Solicitors and members of Sarah Bentley Solicitors who deal with complaints, the Solicitors Regulation Authority and the Legal Ombudsman
- other regulatory authorities
- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- Sarah Bentley Solicitors' employees
- family and associates of the person whose personal information Sarah Bentley Solicitors is processing
- Official registries

Sarah Bentley Solicitors may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

Transfer of your information outside the European Economic Area (EEA)

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the EEA in any particular case. However, if you reside outside the EEA or your case involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your information to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information, please indicate this when providing initial instructions.

If your information has to be transferred outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

Sarah Bentley Solicitors will not otherwise transfer personal information outside the EEA, except as necessary for the conduct of any legal proceedings.

How long will Sarah Bentley Solicitors store your personal information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We have policies in place to specify retention periods for data in different kinds of work. After this period, we will securely destroy your personal information in accordance with our applicable policy.

Your personal information may be held in our records for longer where you are receiving marketing information from us in which case, we will retain information about you for that purpose until you inform us of any change of mind.

Your Rights

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your information or to complete missing information Sarah Bentley Solicitors holds on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine-readable format, e.g. a Word file;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict the processing of your personal information in certain circumstances;

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on Individual's rights under the GDPR.

If you want to exercise any of these rights, please:

- Use the contact details at the end of this document;
- Sarah Bentley Solicitors may need to ask you to provide other information so that you can be identified;
- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- State the right or rights that you wish to exercise.

Sarah Bentley Solicitors will respond to you within one month from when it receives your request.

How to make a complaint?

The GDPR also gives you the right to lodge a complaint with the Information Commissioners' Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of information protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns>

Future Processing & Changes to this privacy notice

Sarah Bentley Solicitors does not intend to process your personal information except for the reasons stated within this privacy notice. We do, however continually review our privacy practices and may change this policy from time to time. Following any such changes, this privacy notice will be amended and placed on our website at www.sarahbentleysolicitors.co.uk

Contact Details

If you have any questions about this privacy notice or the information Sarah Bentley Solicitors holds about you, please contact our Data Protection Officer (DPO) Sarah Bentley using the contact details below.

The best way to contact Sarah Bentley is via email to sbentley@sarahbentleysolicitors.co.uk

Phone 01282 792808

Address: Suite 2H, Ribble Court, 1 Mead Way, Padiham, BB12 7NG