

CLIENT DATA PROTECTION PRIVACY NOTICE

- Contact details:** Parker & Co, 15 St Helen's Place, London, EC3A 6DE. Tel: 020 7614 4030
- Data Protection Representative:** Helen Parker
helen.parker@parkerandcosolicitors.com
- The nature and source of the personal data we hold:** The Firm may collect, hold and process data about you in the course of providing legal services. Data may be provided by you when you request and/or we provide legal services. In the course of providing those services personal data may be provided to us by third parties such as your employer, counterparties to transactions or litigation, regulatory authorities, HM Courts & Tribunal Service, government and law enforcement authorities. If you are not a client, the Firm may receive, hold and process data because you are involved in or associated with a client matter. This personal data may include contact information, financial details, identification information, employment history as well as special categories of data.
- Purposes:** The Firm collects and holds information about you, including personal data and special categories of personal data for the purposes of advising on employment law and business immigration matters. This may include, but is not limited to, providing written and verbal advice, preparing or reviewing contractual documentation, establishing or defending legal claims. Your personal data will also be used for the purposes of maintaining our relationship with you including establishing you as a client, responding to questions and complaints, as well as invoicing and collecting payment for our legal services. The Firm may also process your personal data where it is necessary for us to meet our legal, regulatory or risk management obligations.
- Lawful grounds for processing:** While providing legal services to you it is necessary for the Firm to process your personal data, including special categories of personal data, and in doing so we will rely on one or more of the following lawful grounds permitted by the General Data Protection Regulation: performing legal services under our contract with you, complying with legal or regulatory obligations, establishing, exercising or defending legal claims or for the legitimate interests of the Firm. Where necessary we may also rely on your consent to process your personal data, but consent is not usually needed.
- Sharing your personal data:** All employees and consultants of Parker & Co will have access to your personal data. In addition, other trusted third parties engaged by or working with the Firm will have access to your personal data including our IT support, off-site storage facility, accountants, and our bank. We may also share your personal data with barristers and experts where instructed with your prior knowledge. There may also be occasions when we are required to disclose your personal data to counterparties to transactions or litigation, regulatory authorities, HM Courts & Tribunals Service, government and law enforcement authorities. Whenever possible you will be informed of this obligation. We do not sell your personal data or otherwise make it commercially available.
- Transfers overseas:** We do not in the ordinary course of providing legal services, transfer your personal data overseas. However, should it be necessary to do so, whether within or outside the

EEA, we will usually advise you of this and will ensure that such a transfer is subject to appropriate safeguards required by the GDPR.

8. **Data retention policy:** We hold your personal data in accordance with our data retention guidelines set out in the Firm's Data Protection Policy, available upon request. The Firm holds various categories of personal data and retains each category of data for a specified period. The specified retention period is based on the requirements of the GDPR and other applicable data protection laws, as well as legal and regulatory requirements to hold certain data for a minimum time, including for the purposes of legal limitation periods. However, there may be some data that we are required to hold for longer than the specified period to protect the Firm's legitimate interests, for example where we cannot ascertain whether a legal limitation period has expired.
9. **Obtaining personal data:** To provide the requested legal services, the Firm will need to obtain personal data from you. Should you choose to withhold or prevent the processing of any relevant personal data, the Firm may not be able to properly advise you. You must also ensure that all personal data provided to us is accurate.
10. **Complaints:** Should you wish to make complaint please contact Helen Parker. Alternatively, you may at any time make a complaint to the Information Commissioner's Office or the Solicitors Regulation Authority.
11. **Further information:** A summary of your rights as a data subject is set out below. Further information about data protection and your rights as data subjects is contained in the Firm's Data Protection Policy, which is available on request.
12. **Summary of data subject rights:**
 - 12.1. **The right to be informed:** You have the right to receive certain information regarding the processing of your personal data. This information has been provided to you in this Privacy Notice.
 - 12.2. **The right of access:** You have the right to obtain, at any time, confirmation that your data is being processed and to request access to your personal data. Please note that in certain circumstances access may be refused, for example where data is subject to legal privilege.
 - 12.3. **The right to withdraw consent:** Where your personal data is processed based on your consent you have the right to withdraw consent at any time. However, where necessary the Firm may rely on an alternative lawful ground to continue processing your data.
 - 12.4. **The right to rectification:** Should any of the personal data held about you be inaccurate or incomplete, you may request that it be corrected.
 - 12.5. **The right to erasure:** You have, in certain circumstances, the right to have personal data erased and to prevent processing.

- 12.6. **The right to restrict processing:** Should you have concerns about the accuracy of the personal data we hold or where you believe the processing to be unlawful or you have objected to processing based on the Firm's legitimate aims, you may request that the Firm restrict processing of your data until your concerns have been addressed.
- 12.7. **The right to object:** You have the right to object to the processing of your personal data which is based on legitimate aims, direct marketing and processing for research or statistical purposes.
- 12.8. **Rights in relation to automated decision making and profiling:** You have the right not to be subject to solely automated decision-making where the decision will have a significant impact on you. You are entitled to obtain human intervention, to express your view. You are entitled to obtain an explanation of the decision and to challenge the decision should you feel it necessary. The Firm does not currently use automated decision-making processes or profiling.