

GENERAL GDPR PRIVACY NOTICE

1. An Introduction

- 1.1 Welcome to Stewart Law Solicitors' Privacy Notice.
- 1.2 Stewart Law respects your privacy and is committed to protecting your personal data.
- 1.3 This Privacy Notice will show you how we collect and process your personal data, look after any personal data you provide to us and inform you of your privacy rights and how the law protects you.
- 1.4 This Privacy Notice deals with the specific areas set out below:
 - (a) Important information and who we are.
 - (b) How we collect your personal data.
 - (c) The data we collect about you.
 - (d) How we use your personal data.
 - (e) Disclosures of your personal data.
 - (f) International transfers.
 - (g) Data security.
 - (h) Data retention.
 - (i) Your legal rights.
 - (j) Cookie and Website Policy.

2. Important information and who we are

Purpose of this Privacy Notice

- 2.1 Neither our services, nor this website, are intended for children.
- 2.2 It is important that you read this Privacy Notice, together with any other privacy notices, fair processing notices and wider commentary/guidance we may provide, on specific occasions, when we are collecting or processing personal data. This is so that you are fully aware of how and why we are using your data. This Privacy Notice supplements any other information provided and is not intended to override it, save as where expressly stated.

Controller

- 2.3 Julie Stewart t/a Stewart Law Solicitors is the controller and responsible for your personal data (referred to as "Stewart Law", "we", "us", or "our" in this Privacy Notice).
- 2.4 We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this Privacy Notice. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

Full name of legal entity: Julie Stewart t/a Stewart Law Solicitors.

Name and title of DPO: Julie Stewart, Principal.

Email address: enquiries@stewartlaw.co.uk.

Correspondence address: Stewart Law Solicitors
The Stables
The Garden House
Crouchmans Farm Road
Ulting
Maldon
Essex
CM9 6QS

Telephone number: 01245 460 200

- 2.5 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Changes to the Privacy Notice and your duty to inform us of changes

- 2.6 This version was last updated on the date set out below. Historic versions can be obtained by contacting us.
- 2.7 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

3. How we collect your personal data

Sources and data protection compliance

- 3.1 We collect personal data from a number of sources: directly from the data subjects, clients, colleagues and publicly available sources. Where we receive data from clients about data subjects, the client is responsible for ensuring that any such data is transferred to us in compliance with applicable data protection laws.

If you fail to provide personal data

- 3.2 Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with legal services). In this eventuality, we may have to cease acting for you. We will, however, notify you if this is the case at the time.

Methods of collection

- 3.3 We use different methods to collect data from and about you, including through:
- (a) A variety of third party sources, i.e. not you as the data subject, such as:
 - (i) Clients providing client service data.
 - (ii) Analytics providers, sometimes outside of the EEA, providing technical or usage data.
 - (iii) Money laundering/security/background/recovery/Governmental check providers, in respect of money laundering, contact and general data and compliance data.
 - (iv) Medical information providers (e.g. GPs, consultants and occupational health) providing special categories of data and contact and general data.
 - (b) Automated technologies or interactions. As you interact with our website, we may automatically collect technical data and usage data. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive technical data and/or usage data about you if you visit other websites employing our cookies. Please see our cookie policy below for further details.
 - (c) Publicly available sources, including online and social media profiles/pages, gaining contact and general data.

4. The data we collect about you

- 4.1 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed.

- 4.2 We may collect the following categories of personal data about you:

Contact and general data: Name, gender, title, organisation, job responsibilities, working hours/arrangements, phone/contact numbers, address, e-mail address (work and private), contact details and information about family & social life (excluding special categories of data) including family, friends, date of birth, hobbies and interests.

Client data:	This includes all data which clients provide regarding themselves (excluding special categories of data). This may include nationality, bank details, payroll information, tax status, National Insurance number, salary, annual leave, pension and benefits information, employment start and end dates, employment records (including job titles, location of employment or workplace, offer letter, current contract, previous contracts where relevant, work history, employment/service dates, working hours, holidays, leave records, internal records/checklists, training records and exit documentation), right to work in the UK documentation, performance information, CCTV footage and other information obtained through electronic means such as swipe card records, information about use of information and communications systems, photographs and results of HMRC employment status checks.
Client service data:	Personal data received from clients in respect of employers, employees, colleagues, customers or other persons known to client.
Special categories of data:	In limited circumstances, where we have been provided with such information and it assists with a service we are providing, we will process information relating to: religious or other beliefs, racial or ethnic origin, sexual orientation, health data, marital status and details of trade union membership.
Compliance data:	Government identifiers, passports or other identification documents, dates of birth, beneficial ownership data, and due diligence data.
Technical data:	Includes Internet Protocol (IP) addresses, unique device identifiers (UDIDs), cookies and other data linked to a device, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system, platform and other technology on the devices you use to access this website.
Usage data:	This includes information about how you use our website, e.g. pages visited, time spent on the website etc.

5. How we use your personal data

In general

- 5.1 We will only use your personal data when the law allows us to. Most commonly, we will use your data (a) where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests, and/or (b) where we need to comply with a legal or regulatory obligation.
- 5.2 The types of lawful bases that we will rely on to process your personal data are set out below.
- 5.3 Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to. You have the right to withdraw consent to the processing of your personal data at any time by contacting us. Please see section 10, “Your legal rights”, below.

Purposes for which we will use your personal data

- 5.4 At Stewart Law, we are committed to protecting your privacy. We have set out below an explanation of how we might use your information:
- (a) To provide legal services and respond to enquiries, we may process basic data, registration data, client data, client service data, special categories of data and device data. We need to process information in this way in order to perform our obligations under our contracts with our clients.
 - (b) To manage our business operations and administer our client relationships and contractual terms, we may process basic data, client data, special categories of data, compliance data and client service data. We need to process information in this way in order to perform our obligations under our contracts with our clients and suppliers.
 - (c) To ensure compliance and legal obligations, e.g. carry out anti-money laundering checks, we may process compliance data, basic data, transaction data and device data. This processing is necessary for the purposes of complying with legal requirements to which we are subject.
 - (d) To bring, or defend against, complaints or legal proceedings in relation to this firm or a third party, we may process contact and general data, client data, client service data, special categories of data and compliance data.

Third-party marketing

- 5.5 We will obtain your express opt-in consent before we share your personal data with any third-party company for marketing purposes. If you give us your express opt-in consent, you can ask us or third parties to stop sending you marketing messages at any time by contacting us.

Employment, work and candidacy

- 5.6 We have separate and specific policies dealing with how we handle the data of (past) employees, workers, contractors, and candidates. Please take the time to read our GDPR Privacy Notice for UK Employees, Workers and Contractors and GDPR Privacy Notice for UK Candidates, particularly if you are interested in joining our team at Stewart Law.

Change of purpose

- 5.7 We will only use your personal data 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 the original purpose. If you wish to receive an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact our DPO.
- 5.8 If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 5.9 Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6. Disclosures of your personal data

- 6.1 We may have to share your personal data with the parties set out below for the purposes set out above:
- (a) Clients.
 - (b) Our employees, workers, contractors and designated agents.
 - (c) Suppliers or any outsourcing company (e.g. IT and communication suppliers).
 - (d) Medical (e.g. occupational health and emergency services).
 - (e) Parties to any sale, acquisition, merger, takeover or TUPE transfer or entities in any future group.
 - (f) Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this Privacy Notice.
 - (g) Professional advisers acting as processors (e.g. accountants, auditors and lawyers).
 - (h) Financial institutions.
 - (i) Insurers and brokers.
 - (j) Client-related third parties with whom we must share data (e.g. employers, legal representatives and the Her Majesty's Court and Tribunal Service).

- (k) Firms which provide services to this firm to assist in the administration or enforcement of contracts, for example debt recovery firms.
- (l) HM Revenue and Customs, regulators and other authorities acting as processors based in the UK who require reporting of processing activities in certain circumstances.
- (m) Any third party to whom we are mandated, by legal or professional obligation, to provide information to. Furthermore, we also share personal data to establish or protect our legal rights, property, or safety, or the rights, property or safety of others, or defend against legal claims.

6.2 We require all third parties to respect and maintain the security of your personal data in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

7. **International transfers**

7.1 There may be times at which we transfer the personal data we collect about you to countries outside the EEA, or international organisations. These countries and organisations will fall into three categories:

- (a) Where the Commission has decided that the country or organisation provides an adequate level of protection.
- (b) Where there is no such Commission decision but appropriate safeguards exist and your rights and effective legal remedies are available (including via binding corporate rules).
- (c) There is no Commission decision of adequacy, nor appropriate safeguards (including binding corporate rules), but one of the following applies:
 - (i) You explicitly consent to the transfer, having been informed of the possible risks.
 - (ii) The transfer is necessary for the performance of our contract, or the implementation of pre-contractual measures taken at your request.
 - (iii) The transfer is necessary for the conclusion or performance of a contract concluded in your interest between us and another entity.
 - (iv) The transfer is necessary for important reasons of public interest.
 - (v) The transfer is necessary for the establishment, exercise or defence of legal claims.
 - (vi) The transfer is necessary, in order to protect your vital interests, or the interests

of other persons, where you are physically or legally incapable of giving consent.

- (vii) The transfer is made from a register which, according to European Union or national law, is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, subject to the conditions of European Union or national law.

7.2 If you require further information about transfers outside the EEA, or any protective measures we take, please contact our Data Protection Officer.

8. Data security

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

8.2 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

9.1 We will only retain your personal data 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.

9.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

10. Your legal rights

Your rights

10.1 Under certain circumstances, by law, you have the right to:

- (a) **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- (b) **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- (c) **Request erasure** of your personal information. This allows you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- (d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- (e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- (f) **Request the transfer** of your personal information to another party.

10.2 If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer.

10.3 Please note that such requests are explicitly subject to certain situations and that the above rights are not absolute. By way of a non-exhaustive example, you may not request the erasure of your personal data where we are retaining it to evidence your work was properly completed, correctly in accordance with our contractual obligations and insurance arrangements.

No fee usually required

10.4 You will not usually have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

10.5 We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

10.6 In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Data Protection Officer or a member of our HR team. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have

another legitimate basis for doing so in law. The withdrawal of your consent does not affect the legality of collection, storage or processing of your data, whose lawfulness was based on consent, prior to your withdrawal of consent.

11. Cookie & Website Policy

11.1 Like many websites, our Stewart Law website uses cookies – small text files, typically of letters and numbers – to capture limited information about the site’s users. The information is transferred by the website to the cookie file of the browser, which is usually on the hard drive of the user’s computer and we receive reports on our website usage from Google Analytics.

11.2 We collect the following categories of personal data about site visitors:

Technical data: This includes Internet Protocol (IP) addresses, unique device identifiers (UDIDs), cookies and other data linked to a device, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system, platform and other technology on the devices you use to access this website.

Usage data: This includes information about how you use our website, e.g. pages visited, time spent on the website, your geographical location etc.

11.3 We use this data to:

- (a) Enable functionality of our website, so that it works as you would expect.
- (b) Remember your settings and preferences during and between visits to our website.
- (c) Improve the speed and security of our website.
- (d) Collect analytical data so that we can improve our website and the service we provide.

11.4 We do not use it to:

- (a) Collect any personally identifiable information without your express permission.
- (b) Pass personally identifiable data to third parties.

11.5 This site uses Google Analytics cookies. These allow us to measure the number of visitors, to see how visitors navigate the site and to see which resources they access. This helps us to develop new content and to improve the way the website works. These cookies do not enable us to identify individual users. Google provides [further information about Analytics](#).

11.6 To prevent Google Analytics cookies being set, you may install the [Google Analytics Opt-Out Browser Add-On](#).

- 11.7 For general information about cookies please visit www.allaboutcookies.org.
- 11.8 Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.