

## Privacy Policy

### Introduction

Burrell Jenkins collects and is responsible for personal information about you. When we do this we are the 'controller' of this personal information for the purposes of the General Data Protection Regulation (GDPR) and other applicable data protection laws.

Robert Sedgwick is our Data Protection Officer and is responsible for overseeing all aspects of our data governance. You can contact him via [rsedgwick@burrell-jenkins.co.uk](mailto:rsedgwick@burrell-jenkins.co.uk) or 01543 505 040.

### Your Rights

Under the General Data Protection Regulation, you have the following rights:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- 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 our processing of your personal information in certain circumstances;
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way

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](#).

### Data We Hold About You

We may collect, store and process the following personal information about you:

- Your name, date of birth and contact details (including address, email and phone numbers);
- Information about you such as your personal circumstances, lifestyle and employment;
- Identification documents such as driving licence, passport, and bank/utility statements;
- Details of goods and services relevant to your matter that may include personal information;
- Any personal details included in the matter you are instructing us on;
- Financial information about you such as your employment status, remuneration and bank details;
- Personal information held in wills, deeds and trust arrangements.

You may also give us personal information that is classified as 'special categories' under GDPR:

- Health information;
- Racial or ethnic origin;
- Political opinions;
- Religious, philosophical or other beliefs;
- Trade union membership;
- Sex life or sexual orientation;
- Information about any criminal convictions.

More information on special categories of data can be found on the ICO's website [here](#).

We may also collect the same categories of information from third parties such as expert witnesses, members of the public, your family and friends, witnesses, courts, suppliers of goods and services, investigators, government departments, regulators, recruiters, information on professional networking sites and public records.

### **How We Use Your Information**

We use your information for the following purposes:

- To provide legal services;
- To comply with our legal responsibilities to the SRA and under relevant regulation;
- To manage any queries or complaints you have about our services;
- To monitor our quality of service we deliver;
- To comply with legal obligations to act in the public interest and uphold the rule of law.

### **Reasons We Collect and Use Your Personal Information**

#### ***Legitimate Interest***

We rely on legitimate interests in order to act on your instructions and you haven't signed our Client Care Letter.

#### ***Consent***

In some cases you will give us consent to use your personal information in a certain way. If you have given us consent to use your data in a certain way, we will rely on your consent and explain this to you.

You always have the right to withdraw your consent at any time. You can email the fee earner acting for you or our Data Protection Officer, Robert Sedgwick, at [rsedgwick@burrell-jenkins.co.uk](mailto:rsedgwick@burrell-jenkins.co.uk) to withdraw consent.

#### ***Legal Obligations***

Processing information about you for Anti-money Laundering purposes and to prevent terrorist financing.

Running conflict of interest checks when acting for you and for our other clients.

Complying with our obligation to the SRA, which includes the commitment to maintain a high level of service quality, including activities such as file audits, safeguarding the interests of our clients, and compliance with the SRA's requirements.

Complying with obligations to HMRC regarding records keeping of our financial activity, including information relating to transactions, billing and payments.

Investigating, managing and resolving any expression of dissatisfaction that relates to any of the regulated activity we carry out, or relevant to any regulations we are bound by.

Keeping adequate records of our work with you to satisfy the insurance cover we need to have in place by law, and to defend the firm in the unlikely event of a legal claim being brought against us.

### **Tasks carried out in the Public Interest**

There may be some cases when we have a legal obligation to act in the public interest in relation to the detection and reporting of suspected crime. We can't rely on your consent and may not be able to tell you when we are processing your personal information in this way so as not to prejudice those purposes.

### **Who Will We Share Your Personal Information With?**

We may share your personal information to:

- Perform the services you have instructed us on that may require us to share data with experts and counsel as required to complete your matter;
- Professional services business that help us to manage the firm, maintain business quality and manage compliance with regulations;
- Search providers used to perform due diligence searches, anti-money laundering searches, credit checks and any other searches required by law or to undertake your matter;
- Legal aid agency and costs draftsman for the purposes of getting paid for acting for you;
- Case management software providers that we use to store your data securely;
- Storage and archiving providers to ensure your personal information is protected securely and backed up.

Any experts, suppliers or third parties we share data with are bound by strict agreements that meet the requirements of GDPR and we will monitor their performance with those agreements.

We will share personal information with official bodies if required by law including the SRA, ICO, the police, law enforcement and intelligence agencies.

### **Transfer of Your Information Outside the European Economic Area (EEA).**

It may be necessary to transfer your personal information outside the EEA or to an international organisation in order to perform your instructions. We do not routinely transfer data outside of the EEA, and when we do we will notify you of the reasons, the legal basis for doing so, any relevant risks/issue, and the appropriate safeguards in place to protect your rights and freedoms.