



# **Privacy Notice For Your Local Family Solicitors**

## **Purpose**

This privacy notice sets out the standards that you can expect from Your Local Family Solicitors when we process personal information ('personal data') about you in the context of your matter; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

## **About personal data**

Personal data is information that relates to a living individual who can be identified from the data.

It does not include information of dead people, groups or communities of people, organisations or businesses. It can be your name, address or telephone number, it can also include information about your gender, your financial circumstances, your cultural background or your social status.

We know how important it is to protect the privacy of all individuals in family law matters and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

## **Types of personal data we process**

We only process personal data that is relevant for meeting our legal obligations and for the administration of your matter. The types of data collected for the processing of your matter include: your name, address, contact details and the details of any other persons, including children, to whom the proceedings relate, or those who may have an interest in the matter.

The personal data will usually be obtained directly from you or from another person who has included your data in a court form which they have completed. Your personal data may also be obtained from other sources throughout the course of the proceedings, for example from professional organisations such as a Local Authority, a school, CAFCASS, CAFCASS Cymru or another party to the proceedings.

## **When we ask you for personal data we:**

- Promise to inform you why we need your personal data;
- Will ask only for the personal data we need and not collect information that is irrelevant or excessive;
- Will protect it and make sure no unauthorised person has access to it;
- May share it with other organisations but only when necessary and permitted by the law (see below);
- Will make sure we don't keep it longer than necessary.

## **You Can:**

- Request access to your personal data or ask for it to be corrected;
- Object to our processing of your personal data or ask for the proceeding to be restricted;
- Lodge a complaint with the Information Commissioner (see below)

## **Who the information may be shared with**

The information you provide us will typically be shared with the other parties involved in the case, including their legal representatives.

We will only share your personal data with your consent, unless required by law to do so, for example in the event of any safeguarding concerns or any concerns relating to The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

We will not share your personal data with any third party for the purposes of marketing.

**How we hold your data?**

We will hold your personal data in hard copy files and within our online case management software, Leap. All information is held with the upmost confidentiality.

**Retention period for data collected**

If you attend for one of our free confidential appointments only, we will hold your data for 12 months before ensuring that this data is securely shredded.

If you go forward to instruct Your Local Family Solicitors formally, we are required by law to hold your data for a period of six years for all matters except Wills and LPA's where we hold data for 55 years from the point your matter concludes. We will ensure that all hard copy data is securely shredded, and all E data is destroyed.

**Charges**

Once instructed a fee of £14+vat is charged to proceed with an electronic ID check.

**Access to personal information**

You can find out if we hold any personal data about you by making a 'subject access request'. You can make a subject access request by emailing [Garfield@yourlocalfamilysolicitor.co.uk](mailto:Garfield@yourlocalfamilysolicitor.co.uk).

**Complaints**

When we ask you for information, we will keep to the law. If you consider that your information has been handled incorrectly by Your Local Family Solicitor, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner here:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Phone: 03031231113 Website: [www.ico.org.uk](http://www.ico.org.uk)

**Withdrawing Consent**

You can withdraw your consent at any time by contacting the Data Controller for the business, Garfield Wallett on 01543 441802.

Customer signature: .....

Print Name: .....

Date: .....