

## **G A WAITE, SOLICITOR, WAITESLEGAL**

### **PRIVACY NOTICE - GDPR COMPLIANT**

Please read the following information carefully. This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

G A Waite, Solicitor collects, uses and is responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

When carrying out legal services we collect the personal information that you provide to us.

We use your personal information for the purpose of conducting legal services.

This personal information must be provided by you to us, to enable us to provide legal services.

We rely on our contract with you as the legal basis for processing your information.

We have relationships with a number of third parties with whom we routinely share your data. These include, but are not limited to, barristers, court officials, accountants, property valuers and pension actuaries. This data sharing enables us to conduct your case.

We will share personal information with law enforcement agencies if required.

We will not share your personal information with any other third parties without your consent.

It may be necessary to transfer your personal information outside the EEA or to an international organisation in order to assist us in the fulfilment of your case, the processing of payment details and to provide support services.

If you would like any further information please contact Graham Waite.

We will hold your data for a period of 6 years after which time all paper and electronic data will be destroyed.

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- To have transparency over how we use your personal data and fair processing of your information;
- To have access to your personal information and other supplementary information;
- To require us to correct any mistakes or complete missing information we hold on you;
- To require us to erase your personal information in certain circumstances;

- To receive a copy of the personal information you have provided to us or have this information be sent to a third party, which will be provided to you or the third party in a structured, commonly used and machine readable format;
- To object at any time to processing of your personal information for direct marketing;
- To object in certain other situations to the continued processing of your personal information;
- To restrict our processing of your personal information in certain circumstances;
- To 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](#).

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

- Email, call or write to Graham Waite or Lynn Waite
- Produce us with proof of your identity and address;
- State the right or rights that you wish to exercise;

We will respond to you within one month from when we receive your request

We hope that you are happy with our service and that we can resolve any issues or complaints that arise. In the first instance please contact the client partner handling your matter. If however, you feel that raising the issue with the partner concerned is not appropriate then please contact Lynn Waite by email to [info@waiteslegal.co.uk](mailto:info@waiteslegal.co.uk) or by letter to Lynn Waite, PO Box 156 Crowborough TN6 1GQ.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred.

We do not intend to process your personal information for any reason other than stated within this privacy notice. If this changes, we will inform you by email.

We constantly review our internal privacy practices and may change this policy from time to time. When we do we will inform you by email.

If you have any questions about this Privacy Notice or the information we hold about you, please contact Graham Waite or Lynn Waite.

**By signing the “Acceptance of Terms & Conditions” you are also confirming that you accept the contents of this Notice.**

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Graham Waite

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G A Waite, Solicitor (Waiteslegal)