

Brevis Privacy Policy

Intended purposes for processing

In order to provide you with legal services and for the administration of our files and records, **we will be using and storing your personal data**. Any physical paperwork we receive will be scanned and retained in an electronic filing system and the original document will be either (i) physically stored where the original paperwork is required or (ii) securely disposed where it is not. **Personal data includes information that identifies you such as your name, address, job title and contact information**. In some cases, where it is necessary, we may also process special categories of personal data, such as your health records and/or criminal conviction and offence records. Whenever we are processing special categories of personal data, and/or criminal conviction and offences records, we will only use that data to deliver the services you have instructed us to provide.

Brevis right to process

We may be required to process your personal data in order to comply with our legal obligations under legislation such as the Proceeds of Crime Act 2002, the Money Laundering Regulations 2017, the Criminal Finances Act 2017, the Foreign Account Tax Compliance Act 2010 (for clients with US 'person' status) and under common law. **We may, on occasion, be required to share your personal data with the relevant authorities**. We may also process your personal data on the basis that we have your clear consent and in some instances we may have a legitimate interest in processing your personal data.

Recipients of your personal data

We may be required to share your personal data with other organisations which may include:

- The Solicitors Regulation Authority, the Information Commissioner's Office (ICO) and organisations involved with the preparation, assessment and certification of quality standards for which our firm is seeking or maintaining accreditation.
- Our firm's 'data processors' who are contractors from whom we obtain operational services including IT, message-taking, typing and secretarial support, costs draftsmen, secure document storage and shredding, printing companies and data entry companies.
- Providers of insurance, financial and banking services to you and/or to our firm.
- Other 'data controllers' that provide professional services such as other solicitors and accountants.
- HMRC, HM Courts & Tribunals Service, HM Land Registry, Councils and other government bodies.
- Other individuals and organisations as agreed with you based on your instruction to us.

All of the above are compliant with UK Data Protection Laws.

Data Retention and Erasure

To comply with SRA, Anti-Money Laundering and other legislation, and to ensure the firm and its regulator has access to data in the event of enquiries or legal proceedings, **your file is retained for a period of seven years after our service to you has completed**, unless there is a compelling reason to retain it for a further period of three years, at which point it will be reviewed again. **We will not erase or restrict the processing of your personal data during the period in which we have a legal obligation to retain that data** under the applicable Act, Regulations or in common law. If you consented to our using your personal data for marketing purposes we will erase the data used for that purpose if and when you inform us that you wish to withdraw your consent.

Your rights in relation to your personal data

You have the right to access your personal data. **If you would like a copy of your personal data, please contact us via email** (help@brevis.co.uk) or by post. We will need to verify your identity before responding to your request. Normally we make no charge for doing this and will endeavour to send it to you within 1 month of receipt of your request. **If you have any concerns relating to your data, please reach out to us to let us know** – if we're unable to resolve your concerns then you can make a complaint to the public body, the ICO. You can make a complaint to the ICO via their website, www.ico.org.uk or you can contact them via telephone for guidance on 0303 123 1113.

Security

We are committed to ensuring that all information we hold about you is secure. In order to prevent unauthorised access or disclosure **we have implemented appropriate physical, electronic and managerial procedures to safeguard and protect your information**.

Personal data concerning a third party

You should **only give us personal data about someone else with their permission**. Where you provide us with personal data about someone else, or someone discloses to us personal data about you, it may be added to the personal data we already hold and may be used in the ways described in this Privacy Notice.