

Barcan+Kirby

Client Privacy Notice

Barcan+Kirby

Who are we?

Barcan+Kirby is a limited liability partnership incorporated in England and Wales and is a 'data controller' for the purposes of data protection legislation. We are committed to being transparent about how we collect and use personal data and to meeting our data protection obligations. If you have any questions about this notice, please direct them to dataprotection@barcankirby.co.uk.

The data we collect and store

While working with you, we will collect and process a range of information about you. This includes information defined as 'personal data' by data protection legislation such as:

- + your name, address, telephone, e-mail address and contact preferences
- + records of any phone or written correspondence between us
- + information as to your financial position
- + information about your marital status and next of kin.

We may also collect information referred to as being in a 'special category'. This could include information about your:

- + health and medical history
- + racial or ethnic origin (held only for equal opportunities monitoring purposes)
- + sexual orientation
- + religion or belief.

We collect this information in a variety of ways although most of it will come from you during our discussions and in our correspondence.

We may also collect personal data about you from third parties. For example, we may obtain financial information from your accountant or financial adviser, medical information from your GP or hospital or information about your tax and/or benefits from Government organisations such as the DWP or HMRC.

The nature of this information will of course depend on the service we provide to you and we will generally only seek information from third parties where we have your go-ahead to do so.

How and why we use your data

Unless we have your consent to do otherwise, we will only use the personal data we collect to provide you with legal services in accordance with our agreement with you and to comply with obligations imposed on us by law or regulation (which including ensuring that we maintain adequate records and conduct necessary anti-fraud measures).

We will only provide your data to a third party in connection with the work we are doing for you. Typically, these third parties are other professionals working on your case (such as accountants, health professionals, barristers or experts in their field) or organisations connected with your case (such as government agencies).

How long will we keep your information for?

We will hold your personal data for as long as we are actively dealing with your matter and for an appropriate period after your matter has finished. This period may vary considerably depending on the type of work we have done for you but is not likely to be less than 6 years and may be considerably more (for example, if we look after your will then we will hold it and the records that go with it, for many years until your executors need them).

Information security

We take security very seriously. We have secure systems and processes in place for all our paper and electronic records. Our servers and the records storage facilities we use are in the UK. We only transfer data overseas where there is a specific reason to do so and only with the necessary safeguards in place. At the appropriate time, all data and records are destroyed confidentially.

How you can control your data

You have a number of rights in relation to your data that we are processing. These include the right to:

- + obtain a copy of your data that we hold
- + require us to change incorrect or incomplete data
- + require us to delete or stop processing your data.

If you would like more information about your rights or to exercise any of them, please contact dataprotection@barcankirby.co.uk

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Who can you complain to if you are unhappy with what we have done with your data?

If you believe that we have not complied with your data protection rights, you should initially contact dataprotection@barcankirby.co.uk. If your complaint remains unresolved then you can contact the Information Commissioner's office. Details of the Information Commissioner's office are available at www.ico.org.uk.

What if you do not provide personal data?

You are under no obligation to provide data to us. However, if you do not provide the information, we may not be able to act for you properly or at all, as we may not be able to comply with our duties to verify your identity for money laundering purposes.