



## Privacy Notice

Taylor Fordyce Limited will be what's known as the 'Controller' of the personal data that you provide to us. This includes your name, address, email, phone number, ID information and documents sent to us as part of the AML checks we need to carry out, family members' details if needed (see below our special measures for the data of vulnerable groups including children) and other data as required.

### Why we need your data

We need to know and store your data in order to provide you with legal advice and representation. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

### What we do with your data

All of the personal data we hold is processed by our staff who are appropriately trained in GDPR, however for the purposes of IT hosting and maintenance, this information is located on servers within the European Union, or in a country that is covered by the Privacy Shield (which is an agreement between the EU and the USA). No third parties will have access to your personal data unless the law allows them to do so.

### How long we keep your data

We are required under UK law to keep your records for a minimum of 7 years (longer for some types of legal work) after which time they will be destroyed where appropriate and/or returned to you unless you have expressed a wish for us to store a legal document for you, such as your Will. All of our storage facilities are secure and meet GDPR requirements.

### Vulnerable groups' data, including children

We take extra measures to ensure that the data of vulnerable groups, including children, is given additional protection, by saving it on a secure server in an electronic folder with access limited only to your Solicitor, his PA and the firm's Practice Manager. Any paper copies will be stored in a locked filing cabinet and no sensitive information or documents relating to these groups will be kept on our email system after they have been appropriately saved and stored as above. When the matter is complete, the data will be stored securely at our archiving facility until we no longer need to keep it.

### What we would also like to do with your data

We would like to use your name, postal address and email address to inform you of our legal services and about how we may assist you further as a legal practice. This information will never be shared with third parties and you can unsubscribe at any time via phone, email or by letter.

### Your rights

If at any point you believe the information we hold for you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated by emailing [info@taylorfordyce.co.uk](mailto:info@taylorfordyce.co.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>