

Lyme Bay Law of 5 Fore Street Seaton Devon are responsible for the processing of Personal Data as represented in this privacy statement.

**Contact details:** Lyme Bay Law, 5 Fore Street, Seaton, Devon EX12 2LE  
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**Privacy Consultant:** Mrs Elaine Gamwell

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We use Personal Data for our provision of service. We do work with other companies and organisations. We find it of the utmost importance that your Personal Data is handled meticulously. Lyme Bay Law therefore carefully processes and secures your Personal Data and thereby complies with privacy legislation. This is separate from the duty of confidentiality vested in Lyme Bay Law in any event on the basis of the law and the rules of conduct for lawyers.

We would like to explain to you in this privacy statement exactly what we do with your Personal Data and why we do this. In addition we would like to inform you of what you can expect from us and what your rights are.

**The Personal Data that we process:**

Lyme Bay Law will process your Personal Data because you use our services.

Please find below an overview of examples of the Personal Data that we process:

- first name and surname
- address, postcode, place of residence
- gender
- date of birth, place of birth, nationality
- telephone number
- email address
- Other personal data that you actively provide, for example financial data

**The special and/or sensitive Personal Data that we process:**

In exceptional cases Lyme Bay Law can process the following special and/or sensitive data related to you. The processing of this type of data depends on the type of case that we have accepted to deal with:

- race
- religion or personal beliefs
- political preference
- sexual life
- trade union membership
- health
- criminal record
- biometric data
- genetic data
- NHS number

Lyme Bay Law will only process Personal Data that is necessary for our provision of service. If you, or as the case may be third parties, do not provide us with specific data related to you, this can have the result that it becomes impossible to execute the agreement and the provision of service. If you provide us with the Personal Data of third parties, we will assume that you have grounds to do so, or as the case may be that you will have

informed the third parties concerned of the processing of their data by Lyme Bay Law, and that you will thereby refer to this privacy statement.

### **The purpose of and the basis on which we process Personal Data:**

Lyme Bay Law processes your Personal Data in the context of its business operations and provision of service for the following purposes, but not limited to:

- dealing with your files as contractually recorded in a confirmation of the assignment;
- communication: phoning or emailing because this is necessary for our provision of service;
- to inform you of changes in our services;
- for provision of services;
- Lyme Bay Law also processes Personal Data when we are required to do this by law, such as the data we require for tax returns;
- for dealing with your payment.

Lyme Bay Law bases its processing on the following grounds:

- For the performance of the agreement: in the context of our provision of service and the entering into of agreements we collect and use the necessary Personal Data for making an offer.
- Statutory obligation: the processing of Personal Data can be necessary for the fulfilment of statutory obligations.
- Justified interest: the collection and use of specific Personal Data is necessary for the implementation of business interests and business operations. For example commercial purposes, such as offering services that can be of interest to you or related to market research for the improvement of the provision of service.
- Permission: Lyme Bay Law can process Personal Data on the basis of permission. You are always free to withhold or to withdraw your permission. The performance of the agreement or execution of the provision of service may become impossible in that case.

We have tried to provide you with the best possible overview of the Personal Data that we process, or have processed, for your benefit, subject to statement of the purposes and legal bases. However, we realise that it is impossible to do this completely, and in all details, also due to the fact that other or unforeseen purposes can play a role in the future, whereby Personal Data must be processed. However, we wish to emphasise that in such cases we will continue to deal meticulously and carefully with the Personal Data.

### **The accuracy of data**

We rely on the accuracy of the Personal Data known to us for the corresponding performance of the agreement or execution of the provision of service. If your Personal Data, or as the case may be the Personal Data other data subject(s), changes we request that you inform us of this.

### **Retention period**

Lyme Bay Law does not save your Personal Data for any longer than strictly necessary in order to achieve the purposes for which this data was collected. We apply the following retention periods for the following categories of Personal Data:

1. Name, address, place of residence, telephone, email address (name and address details):
  - this client data will be saved for a maximum of 20 years after the file has been closed.
2. File details:
  - this data will be saved for a minimum of 5 and a maximum of 20 years, depending on the time limit of the liability risk.
3. Financial data (invoices):
  - the financial data will be saved for a maximum of 20 years.

The retention periods are recorded on the basis of the expiry of the period of the risk of professional liability, which can amount to 20 years. In addition, clients regularly still rely on the contents of a file at a later stage. The name and address details are necessary to be able to establish any potential conflict of interest.

### **Sharing Personal Data with third parties**

Lyme Bay Law only shares your Personal Data with third parties if this is necessary for the performance of the agreement, related to the provision of service, due to a justified interest and/or to fulfil any statutory obligation. In some cases the Personal Data is shared on the basis of express permission. Lyme Bay Law concludes a processing agreement with companies that qualify as processor within the meaning of the General Data Protection Regulation, and that process your Personal Data on our instructions, in order to ensure the same level of protection and confidentiality of your data. Lyme Bay Law will remain responsible for this processing.

<b><i>Which party</i></b>	<b><i>Which purpose</i></b>	<b><i>Which data</i></b>
Lawyer of another party	For the purpose of dealing with the case	Name and address details File details
Judicial authorities, Administrative Bodies and arbitrators	For the purpose of dealing with the case	Name and address details File details
Advisers	If an adviser is necessary for a specific question	Depending on the kind of adviser

### **The cookies or comparable technologies that we use**

Lyme Bay Law only uses technical and functional cookies and analytical cookies that do not infringe your privacy. A cookie is a small text file that is saved in your computer, table or smartphone at the first visit to a website. The cookies that we use are necessary for the technical functioning of our website and for the usability on your part. They ensure that the website works properly and remembers for example your preference settings. We can also optimise our website with cookies. You can sign out from cookies by setting your internet browser in such a manner that it will no longer save cookies. Additionally, you can remove all information that was saved earlier via your browser settings.

### **Viewing, adjusting and removing data**

You have the right to view, correct, or remove your Personal Data. In addition you have the right to withdraw any permission for the data processing, or to object to the processing of your Personal Data by Lyme Bay Law, and you also have the right to data portability. This means that you can submit a request to us to forward the Personal Data that we have in a computer file to you or to another organisation stated by you. You can send a request for access, correction, removal, data transfer of your Personal Data, or a request for withdrawal of your permission, or objection to the processing of your Personal Data to We request that you also forward a copy of your identity document together with the request so we can ensure that the request for access is actually made by you. Please make your passport photo, MRZ (machine readable zone, the strip at the bottom of the pages of your passport with numbers), passport number and the citizen service number (number black on the image. This is for the protection of your privacy. We will respond to your request as quickly as possible and in any event within four weeks. If you have any complaints regarding the processing of your Personal Data by Lyme Bay Law, we would of course like to hear from you. In that case we request that you make contact with us. We will then search for a solution together. Last of all, you have the right to submit a complaint to the privacy supervisory authority, the Data Protection Authority

### **Personal Data Security**

Lyme Bay Law takes the protection of your data very seriously and takes suitable measures for the prevention of exploitation, loss, unauthorised access, unwanted publication and unauthorised change. If you have the impression that your data is not properly secured, or if there are indications of exploitation, please contact our Privacy Consultant Mrs Elaine Gamwell, at [info@lymebaylaw.co.uk](mailto:info@lymebaylaw.co.uk)