

Standard Buildings

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Blaney Carnan Solicitors Privacy Notice

What we need

Blaney Carnan Solicitors will be a "controller" of the personal information that you provide to us when you instruct us to act on your behalf whether verbally or in writing, through this website, etc. unless otherwise stated in this privacy notice.

When you become a client of Blaney Carnan Solicitors, we will collect, store and use the personal information that you provide to us in your instructions and during the course of our solicitor/client relationship. We may ask you for additional personal information during the course of our client/solicitor relationship, which shall be collected, stored and used in accordance with this privacy notice.

We also collect, store and use the following personal information relating to you when you become our client from any referrer:

- Name;
- Date of birth;
- Gender;
- Business/company name;
- Job title;
- Profession;
- Contact information such as email addresses and telephone numbers;
- Demographic information such as address and postcode;
- Financial information such as bank details and credit/debit card numbers;
- National Insurance Number; and
- Passport/driving licence detail.

Why we need your personal information – contractual purposes

We need to collect our clients' personal information so that we can perform our instructions from you. We will use our clients' personal information to:

- provide you with legal advice, including by, for example, communicating with you by email, letter and/or telephone, etc;
- represent you as your solicitors in connection with any residential or commercial purchase, sale, refinancing or leasing agreement; the preparation of Wills and Powers of Attorney; the administration of estates or any other legal matter;
- respond to and communicate with clients regarding your questions, comments, support needs or complaints, concerns or allegations in relation to your instructions; in relation to complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, take disciplinary action, etc.]; and

- allow us to carry out your instructions or to allow us to conduct your transaction properly.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to provide you with legal advice and/or represent you as your solicitors.

Why we need your personal information – legitimate purposes

We also process our clients' personal information in pursuit of our legitimate interests to:

- promote our services by sending clients communications with information for upcoming events and legal updates;
- invite our clients as guests to our events, including seminars; and
- allow us to perform our obligations under any contract with you.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on 0141 248 8111. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a client.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our clients for the purposes of complying with our obligations under:

- the Law Society of Scotland requirements for solicitors in terms of the Law Society's current Practice Rules (including Accounts Rules);
- the current anti-money laundering ('AML') requirements;
- the requirements of Revenue Scotland and/or HMRC in connection with, for example, any LBTT Return or Inheritance Tax calculation and/or payment; and
- the UK Finance Mortgage Lenders' Handbook for Conveyancers.

Who we share your personal information with

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include for example – the Law Society of Scotland; Revenue Scotland; HMRC, etc. for the purposes of compliance with statutory obligations.

We may also share personal data with our professional advisors for the purposes of taking advice.

Blaney Carnan Solicitors employs third party suppliers to provide services, including IT and payroll, etc. These suppliers may process personal data on our behalf as "processors" and are subject to written contractual conditions to only process that personal data under our instructions and protect it.

In the event that we do share personal data with external third parties, we will only share such personal data strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal data in accordance with those purposes.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the European Economic Area, the UK or Switzerland ('the EEA') and is accessed by our staff for the purposes set out above.

If we are required to transfer your personal information outwith the EEA for any purpose, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

We do not keep personal data for any longer than required or recommended by the Law Society of Scotland. Data will therefore be retained for the duration whilst you remain a client with us. However, should your contract with us terminate and you are no longer a client, data will be retained after your termination strictly in accordance with Law Society of Scotland requirements

We keep our clients' personal data different retention depending on the type of work involved:

- Executries- ten years after completion, although an executry may never be complete. Relevant documents and papers might be sent to the Executor for safekeeping since prior rights and legal rights only prescribe if not claimed in 20 years after becoming enforceable
- Conveyancing transactions: purchase – ten years after completion.
- Conveyancing transactions: sales - one year after completion.
- Money-laundering - Regulation 19 of the Money Laundering Regulations. All client due diligence documents and client financial information obtained for the purposes of compliance with money-laundering regulations will be kept for the required retention period defined in the Law Society of Scotland's current Accounts Rules as being the remainder of our financial year plus a further six financial years.

We will review and possibly delete your personal information following a period of at least one year after you have ceased to be our client.

Your rights

You can exercise any of the following rights by writing to us at 5th floor, 94 Hope Street, Glasgow G2 6PH or by email to mail@blaneycarnan.com.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Blaney Carnan Solicitors will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk