

## **Privacy Notice**

WW&J McClure Ltd (Trading as McClure Solicitors) will be a "controller" of the personal information that you provide to us when you instruct us to act on your behalf.

### Your Personal Data:

When you become our client 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 a third party introducer.

We need to collect your' personal information so that we can perform our service agreement with you. We will use your' personal information to:

- provide you with legal advice, including communicating with you by email, letter and/or telephone, etc;
- represent you as your solicitors in connection with the matter upon which you have instructed us;
- respond to and communicate with you regarding your questions, comments, support needs, complaints, concerns or allegations. We will use your personal information to investigate any complaint or take disciplinary action, etc.as we see fit.

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.

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

- Promote our services by sending clients communications; including but not limited to information for upcoming events and legal updates;
- Invite our clients as guests to our events, and

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 227 7844. 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 you for the purposes of complying with our obligations under:

- The Law Society of Scotland and Solicitors Regulation Authority's requirements for solicitors;
- Anti Money Laundering Requirements; and

- Any other applicable legal requirements.

#### 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.

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

McClure Solicitors employs third party suppliers to provide services. These suppliers may process personal data on our behalf as "processors" and are subject to 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 UK. It is accessed by our staff and certain third parties solely for the purposes set out above.

#### How long we keep your personal information

We keep our clients' personal data on our electronic system indefinitely. We may review and possibly delete your personal information should we deem it appropriate.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us on 0141 227 7844 and asking for Ross Anderson.

#### Your rights

You can exercise any of the following rights by writing to us at Pacific House - 5th Floor, 70 Wellington Street, Glasgow, G2 6UA.

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 McClure 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](http://www.ico.org.uk)