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# PRIVACY NOTICE (TIER 4)

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## 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

## 2. Responsibilities

- 2.1 Paula Fowler is responsible for ensuring that this notice is made available to data subjects prior to Fisher Jones Greenwood LLP collecting/processing their personal data.
- 2.2 All Employees/Staff of Fisher Jones Greenwood LLP who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

## 3. Privacy notice

### 3.1 Who are we?

We are an award winning, innovative law firm with offices throughout Essex and Central London. We are passionate about providing our clients with the highest level of customer service and the best legal advice available.

We offer a diverse range of services, all delivered by experts in their particular fields such as: Residential Conveyancing, Commercial real estate, Wills, life planning and Probate, corporate and commercial, healthcare, family, immigration, civil litigation, clinical negligence and personal injury.

Paula Fowler and data protection representatives can be contacted directly here:

- ([pfowler@fjg.co.uk](mailto:pfowler@fjg.co.uk))
- (01206 835300)

The personal data we would like to collect and process directly from you if you are a client or a prospective client;

Full name  
Date of birth  
Address  
Email address

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<b>Personal data type:</b>	<b>Source</b> (where Fisher Jones Greenwood LLP obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):

The personal data we collect will be used for the following purposes:

- Conflict checking
- Processing your particular legal issue
- Anti money laundering

Our legal basis for processing for the personal data:

- To processing your legal issue
- Compliance with court directions
- Anti money laundering

The special categories of personal data concerned are:

- Racial
- Ethnic origin
- Political opinions
- Religious beliefs
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Data concerning a natural person's sex life
- Sexual orientation

### 3.2 Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for Fisher Jones Greenwood LLP to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time by completing a Data subject consent withdrawal form which will be provided on request.

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### 3.3 Disclosure

Fisher Jones Greenwood LLP will pass on your personal data to third parties where it is relevant to your legal matter. You will have given your consent on instruction. We will not pass on your details to any third parties for marketing purposes.

Organisation Name & geographic location	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Other named firm of solicitors acting on the other side		
Named Barrister / chambers		
Judges		

### 3.4 Retention period

Fisher Jones Greenwood LLP will process personal data for as long as your file remains open and will store the personal data for a minimum of 6 years. Refer to [GDPR DOC 2.3 Retention Period Procedure](#)].

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Fisher Jones Greenwood LLP refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

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All of the above requests will be forwarded on should there be a third party involved (as stated in 3.4 above) in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Fisher Jones Greenwood LLP (or third parties as described in 3.4 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Fisher Jones Greenwood LLP's data protection representative Paula Fowler.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>[Data Protection Officer (DPO)] / [GDPR Owner] contact details</b>
Contact Name:		Paula Fowler
Address line 1:		Unit 1 a
Address line 2:		Charter Court
Address line 3:		Newcomen Way
Address line 4:		Colchester
Address line 5:		Essex
Email:		pfowler@fjg.co.uk
Telephone:		01206 835300

## 4. Online privacy statement

At Fisher Jones Greenwood LLP we collect and process information via our website and via email in relation to prospective clients including for the use of anti-money laundering regulations.

Should this privacy statement or policy change, any such changes will be reflected on this page.

Personal data

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Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

### How we use your information

This privacy notice tells you how we, Fisher Jones Greenwood LLP, will collect and use your personal data for.

Your privacy is important to us. By providing personal information such as your name and e-mail address via the forms on this website, you agree to us contacting you with regard to the information you request and to us storing your data for a six month period. After this time, we will keep your data on a contractual basis if you become a client, or delete your data if you do not.

From time to time, we may include links in our e-mails to other web sites which we think may be of interest to you. Each email communication you receive from us will have the option to remove your e-mail address from our list.

### **Information we monitor about visitors**

During the course of any visit to our site, the pages you see, along with a short text file called a 'cookie', are downloaded to your computer. Many websites do this, because cookies facilitate useful features such as the ability to identify whether a user has successfully logged into the site or to find out whether the computer (and probably its user) has visited the website before.

### **Google Analytics**

Google Analytics is a web analysis service provided by Google. Google utilises the data collected to track and examine the use of [www.fjg.co.uk](http://www.fjg.co.uk), to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network.

**Personal data collected:** Cookie and Usage Data. Place of processing: USA. [Find Google's privacy policy here.](#)

Visitors can opt-out of Google Analytics for Display Advertising and customize Google Display Network ads using the [Ads Settings](#).

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## **This website uses Google AdWords**

This website uses the Google AdWords remarketing service to advertise on third party websites (including Google) to previous visitors to our site. It could mean that we advertise to previous visitors who have not completed a task on our site, for example using the contact form to make an enquiry. This could be in the form of an advertisement on the Google search results page, or a site in the Google Display Network. Third-party vendors, including Google, use cookies to serve ads based on someone's past visits to [www.fjg.co.uk](http://www.fjg.co.uk). Of course, any data collected will be used in accordance with our own privacy policy and Google's privacy policy.

You can set preferences for how Google advertises to you using the [Google Ad Preferences page](#), and if you want to you can [opt out of interest-based advertising entirely by cookie settings](#) or permanently using a browser plugin.

### Why does Fisher Jones Greenwood LLP need to collect and store personal data?

In order for us to provide you with a comprehensive legal service we need to collect personal data for the purposes of progressing your file. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes Fisher Jones Greenwood LLP would contact you for additional consent.

Will Fisher Jones Greenwood LLP share my personal data with anyone else? We may pass your personal data on to third-party service providers contracted to Fisher Jones Greenwood LLP in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to act on instructions relating to your legal dealing with us. When they no longer need your data to fulfil this service, they will dispose of the details in line with Fisher Jones Greenwood LLP's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### How will Fisher Jones Greenwood LLP use the personal data it collects about me?

Fisher Jones Greenwood LLP will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. Fisher Jones Greenwood LLP is required to retain information in accordance with the law, such as information needed for income tax

and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will Fisher Jones Greenwood LLP contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### Can I find out the personal data that the organisation holds about me?

Fisher Jones Greenwood LLP at your request, can confirm what information we hold about you and how it is processed. If Fisher Jones Greenwood LLP does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Fisher Jones Greenwood LLP or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

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What forms of ID will I need to provide in order to access this?

Fisher Jones Greenwood LLP accepts the following forms of ID when information on your personal data is requested:

Photo ID such as a current driving licence or passport

Birth certificate

Utility bill < 3 months old

Contact details of the Paula Fowler / GDPR Owner:

	<b>Paula Fowler</b>
Contact Name:	Fisher Jones Greenwood
Address line 1:	Unit 1a
Address line 2:	Charter Court
Address line 3:	Severalls Business Park
Address line 4:	Newcomen Way
Address line 5:	Colchester, Essex
Email:	pflower@fjg.co.uk
Telephone:	01206 835300

### **Document Owner and Approval**

Paula Fowler is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff on the

Signature: Paula Fowler

Date: 28/2/18

### **Change History Record**

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Managing partner	28/2/2018

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