



Privacy Notice

The Holding and Processing of your data

1. We are Sproull Solicitors LLP, 42 Fore Street, Bodmin, Cornwall PL31 2HW Tel: 01208 72328 Contact: Daniel Sproull
2. We will collect personal data in order that we can provide legal services to you pursuant to the Contract for Legal Services between us.
3. We will hold and process personal data of many different types which will be obtained from you and may be obtained from third parties (such as other parties to litigation or transactions or their solicitors). We will share that data with third parties so far as is necessary to comply with our duties to you under the Contract for Legal Services and our professional rules.
4. We retain all of our paper files for ten years after which they are destroyed, with certain exceptions such as files relating to Wills. We retain Wills, deeds and other documents and items entrusted to us for safekeeping and electronic data indefinitely.
5. By signing our Contract for Legal Services, you contract with and pursuant to that contract, we are entitled to hold and process your data. This also amounts to you giving us consent to do so. You may withdraw that consent at any time, but unless the Contract for Legal Services is also terminated, we will retain the right to hold and process your data. If our Contract for Legal Services is terminated we will be unable to act for you further. Under the Contract with us, you are obliged to supply us with sufficient information to enable us to fulfil our duties to you.
6. We may be required to share data we hold with you with regulators including the Solicitors Regulation Authority and the Law Society.
7. If you are unhappy with the way in which we have held or processed your data, you may complain to the Office of the Information Commissioner whose details appear below.

Office of the Information Commissioner

Tel: 0303 123 1113

registration@ico.org.uk

<https://ico.org.uk/for-the-public/raising-concerns/>

8. We will provide you this Privacy Notice at the outset of our work for you. The information is intended to be concise, transparent, intelligible and easily accessible

and to use clear and plain language. If you do not understand anything that we have said, please use the contact details at the beginning of this note to contact us.

9. We regularly review and, where necessary, update our privacy information. If we plan to use your personal data for any other reason, we will communicate the changes to that policy to you.

Your Individual Rights

The General Data Protection Regulations provide the following rights for individuals

- a. The right to be informed
- b. The right of access
- c. The right to rectification
- d. The right to erasure
- e. The right to restrict processing
- f. The right to data portability
- g. The right to object
- h. Rights in relation to automated decision making and profiling (we do not use such tools)

If you are in any doubt as to the rights you have as to data holding, processing and generally, please visit the website of the Information Commissioners Office at www.ico.org.uk

Sproull Solicitors LLP