

Bailey James Legal Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- We may collect your name, email address and contact number. This will be kept securely on our systems and we may use this to contact you.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To receive feedback following a review of documents.
- To receive useful information regarding a specific matter.
- To receive written advice following a consultation.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Through referrals or from information publicly available online regarding a service you provide or your business.
- We use the information that you have given us in order to contact you and offer our services (if applicable).

We will not share your information with any other organisations or persons without your written permission.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us at enquiries@baileyjameslegal.com

How we store your personal information

Your information is securely stored in our systems.

We may retain your name, contact number, contact email and documents for up to 6 years in line with our regulator's requirements. We will then dispose of your information by permanently deleting it from our systems. We will not print any documents with your details on it.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at enquiries@baileyjameslegal.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at enquiries@baileyjameslegal.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>