

Alexandra Wyatt Divorce and Family Law

Data Protection Statement

The General Data Protection Regulation (“GDPR”) took effect in England and Wales on 25.05.18.

This statement sets out how I process and use your personal information.

Your personal data is information which is about you. I am the data controller.

When you instruct me as your solicitor, I will collect personal data from you. I might also collect some personal data from other sources, e.g. the Land Registry. The personal data I use will include some or all of the below. Please note the term “spouse or partner” includes any former spouse or partner. As follows:

- Your full name and personal details including contact information (e.g. home address plus address history, email address, home, work and mobile telephone numbers) and passport details
- The full names and personal details including contact information of your spouse or partner
- Your date of birth and that of your spouse or partner
- The names, dates of birth and address of any relevant children and details relating to their health, care and education
- Details relating to your education and employment
- Details of your financial position (e.g. bank accounts, properties, mortgages, pensions and debts, historical and current), as well as that of your spouse or partner
- Information about family and lifestyle, again both historical and current
- Personal data about any other people relevant to your case
- If relevant, details of any court cases that you or any other relevant person have been involved in.

I will tell you if you have a choice over providing some of the personal data.

I’ll make a contemporaneous written attendance note of all our telephone conversations and any text messages passing between us. I will do this because I have to retain a written record of all our communications in order to comply with my professional duties to you.

Your personal data will be used by me to perform our contract for legal services. It will also be used as necessary (a) for my own legitimate interests or those of other people and organisations, e.g. for accounting and managing and checking my firm's processes (b) to comply with a legal obligation, e.g. regulatory requirements.

Based on your consent:

- I'll use your personal data for the purposes of letters, emails and telephone calls with other people such as your spouse or partner, or his or her solicitor
- If you become involved in court proceedings, some or all of your personal data will be included in documents for both the court and the other party or parties to the proceedings.
- Sometimes it is useful and/or necessary to use the services of another solicitor or a barrister, and I will share your personal data with them.

You are free at any time to change your mind and remove your consent. The result might be that I can't do certain things for you.

If the relevant data protection law allows, I may share your personal data with my legal and other professional advisors (including my accountant), HM Courts (to comply with legal requirements and for the administration of justice), in an emergency or to otherwise protect your vital interests, or if I sell, restructure or merge my practice. Finally, I may share your personal data with anyone else where I have your consent or where it is required by law.

Your personal data may be transferred outside England and Wales and the European Economic Area. Some countries have laws to protect personal data, but in other countries steps would need to be taken to make sure the right protection is given to it. If you wish, I could take specialist legal advice in the country in question if the need arises.

I'll keep your personal data for as long as you might legally make a claim against me. In practice this means that I will retain it for at least 6 years from the date that our retainer (or contract) ends.

Your rights under data protection law are set out below, but please note that these rights don't apply in all circumstances. Your rights are as follows:

- The right to be informed about my processing of your personal data
- The right to have your personal data corrected if it's inaccurate, and to have incomplete data completed
- The right to object to the processing of your personal data
- The right to restrict processing of your personal data
- The right to have your personal data erased (the "right to be forgotten")

- The right to request access to your personal data and information about how I process it
- The right to move, copy or transfer your personal data (“data portability”)

You also have the right to complain to the Information Commissioner’s Office (“the ICO”) about my use of your personal data. This is the body with responsibility for monitoring and enforcing GDPR. Its website is ico.org.uk. If you wish to complain to the ICO, I should be grateful if you could first raise your complaint with me and I will try to remedy it.

I’ll communicate with you by email, letter, telephone, What’s App and text message.

Your personal data is stored digitally in a secure cloud and in my computer. Both are fully protected and only my consultant Stephanie Wells and I have access to these systems. I also keep your personal data in my paper client files and these are stored in a locked filing cabinet when not in use.

I will never share your personal data informally. Your personal data will be updated if an inaccuracy is discovered. Please notify me of any changes in your personal data, such as a change of address.

Alexandra Wyatt

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