

## **RUDGE & CO GDPR PRIVACY NOTICE**

Rudge & Co Solicitors incorporated in England and Wales and is a "controller" under the General Data Protection Regulation and the Data Protection Act 2018.

We rely upon legitimate interests as the lawful basis of processing your personal data. This is justified on the basis that we use client's data in ways they would reasonably expect and which would have a minimal privacy impact where there is a compelling justification for such processing.

We need to process client's personal information to enable us to provision of legal services to our clients and for related purposes including:

- a) Updating and enhancing client records.
- b) Analysis to help us manage our practice.
- c) Statutory returns.
- d) Legal and regulatory compliance.

Client's personal data including details of their instructions is recorded onto paper files and our case management systems so that members of staff can progress a client's case

Your information may be provided to other parties for the efficient progression of a client's case, these could include Barristers, agents, the Legal Aid Agency, solicitors for other parties to your case, professional agencies such as the Solicitors Regulation Authority and as required by statutes, experts instructed in Court cases, any communications directed by the Court or explicitly consented to by the client.

We owe a professional duty of confidentiality to our clients. The firm operates an Information Security Policy to ensure that there is no unauthorised publication of personal information.

### **Data Retention Period**

We will retain your data for a period of six years following the conclusion of your case. This timescale is in accordance to limitation periods relating any future potential actions involving your case.

### **Your Right of Access to data**

You have a right to access to your data. Any request for copies of personal information held by the firm should be made to Nicola Rudge at Mansell House, 200 Newhall Street, Birmingham, B3 1SH. We will normally in the course of progressing a client's case send copies of all correspondence and pleadings relating to their matter.

You have the right to request the amendment of inaccurate information. We will respond within one month indicating whether such amendment has been made.

You can request erasure of information held about them. The information should be erased if the personal data is no longer necessary for the purposes for which we originally collected or processed it. If your request for erasure is refused we will explain why.

If you are unhappy about how we are using your information or how we have responded to your request then initially you should contact the data protection officer Nicola Rudge.

If your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at [www.ico.org.uk](http://www.ico.org.uk)