

ISIS LEGAL LTD - DATA PROTECTION/PRIVACY POLICY

We collect and retain personal data that is provided to us by you for the purposes of progressing the legal matter which you have instructed us to deal with. The lawful basis for processing your data is to enable us to perform the contract between you and this firm and to comply with any legal obligation upon you in respect of the individual case we are dealing with for you, such as registering your property with the Land Registry, filing a Stamp Duty Land Tax return, complying with Court Directions etc.

This policy is to provide you with details about what information we collect and retain and how long for in accordance with the General Data Protection Regulations ('GDPR').

QUOTES/ESTIMATES – We retain your name, contact information and details which you provide us with to enable us to provide you with an estimate of costs. This information is retained for a period of no more than 12 months and is not shared with anyone;

CLIENT INFORMATION – We retained your name, address, telephone number, date of birth, identification and any other information you provide us with for the purpose of the legal matter being dealt with. We require this information to process the legal services you have requested and is a legitimate interest.

Your file will be retained for a minimum of 6 years after the date of completion of your matter and the archive of your file. The file may be retained for longer than this in accordance with Solicitors Regulation Authorities guidance on file retention (which is in accordance with the limitation periods for different types of cases).

BILLING – Data obtained to enable payments to be made by card shall be destroyed immediately after the payment is processed

TRANSFER OF DATA TO THIRD PARTIES – We may transfer data provided by you to third parties as required to progress your case, including other Solicitors and the Court.

Your data will also be accessible to our Accountants (Newby Castleman) and our IT providers (Cloud Intellect), both of whom with which we hold a GDPR compliant contract so that none of your information is retained by them or transferred to anyone else. Your digital information is retained both in a paper file and digitally. We have a daily backup off site of our digital system.

THIRD PARTY DATA – We may receive third party data as a result of the legal case we are dealing with, including names, addresses and other information provided by that third party or their Solicitor or other organisation. Such information will be retained on the file as necessary to provide the legal services required. This data will be destroyed 6 years after the date of completion of the matter and archive of the file or such other longer period as per the guidance of the Solicitors Regulation Authority.

PROTECTION OF DATA – Paper files are stored either on site or by scanned copy and also digitally. We retain firewalls, anti virus software and backups to protect the digital information held about you.

RIGHT TO REQUEST DETAILS – You have the right to request what information we hold about you and access it. If you believe the information held is incorrect, you have a right to request rectification and to also request erasure of data, to object to and request the restriction of the way we use your data. Please note that information which is considered legal professional privilege is exempt from the GDPR.

RIGHT TO COMPLAIN – If you believe there is a problem with the way we handle your data, you have a right to complain to the Information Commissioner's Office (ICO). The Data Protection Officer for this firm is Mrs Sarah Franklin.

OUR DETAILS : Please address all correspondence regarding data protection to Mrs Sarah Franklin, Isis Legal Ltd, 1a Horsemarket, Kettering, Northants NN16 0DG. Email : S.Franklin@isislegal.co.uk

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