

PRIVACY POLICY

Who are we?

Amity Law Limited is a company registered in England and Wales under number 5490029 with a registered office and trading address at The Loweswater Suite, Second Floor, Paragon House, Paragon Business Park, Chorley New Road, Horwich, BL6 6HG and is a 'Data Controller' under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

We are a wholly owned subsidiary company of Smoove PLC, a company also registered in England and Wales under number 07466574 with a registered office at Masters Court, Church Road, Thame, Oxon, OX9 3FA. For any personal data shared within the Smoove PLC group of companies, Smoove PLC is also a "Joint Data Controller" under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

What data do we hold?

We may hold data about the following people:

- Customers/clients/employees
- Suppliers and service providers
- Advisers, consultants and other professional experts
- Complainants and enquirers

What data will we collect?

We will only collect information from you that is relevant to the matter that we are dealing with for you. In particular, we may collect the following information from you which is defined as 'personal data':

- Personal identifying and contact details
- Family, lifestyle and social circumstances
- Financial details
- Business activities of person whose details we are processing

Special Categories of Data

"Special categories of personal data" include information about an individual's health and other categories of personal information which are closely protected.

We do not generally process such information unless you have voluntarily provided this to us, or it is relevant to the legal service you have asked us to provide you with.

We will process sensitive information where you have provided this information to us and have agreed that we can use this information to deliver products and services to you. However, where possible we shall seek to minimise the collection and use of such special categories of personal data.

Basis for Processing:

The basis on which we process your personal data is one or more of the following:

- It is necessary for the performance of our contract with you
- It is necessary for us to comply with a legal obligation
- It is in our legitimate interests to do so

- You have given us your consent (which can be withdrawn at anytime by you contacting us at info@amitylaw.co.uk)

How will we use your data?

We may use your information for the following purposes:

- Provision of legal/conveyancing services including advising and acting on your behalf
- Promotion of our services with your express consent
- Maintaining accounts and records
- Fulfilling our legal and regulatory obligations

Who will we share your information with?

By way of our regulatory obligations there are strict rules about who we can share your information with, and this will normally be limited to other people who will assist with your matter. This may include:

- Estate Agents
- Banks and building societies
- Mortgage brokers
- Property Search Companies, Insurers and others associated with the provision of legal services, including our Regulator, the Council for Licenced Conveyancers
- HM Land Registry
- HMRC / Welsh Revenue Authority
- HM Treasury / National Crime Agency
- Courts and tribunals
- Debt collection agencies in the event of unpaid accounts
- Smoove PLC Group Companies with which we will only use and share your personal information where it is necessary for us to lawfully carry out our business activities.

Where you authorise us, we may also disclose your information to your family, associates or representatives.

How long will we keep your information for?

- We will normally keep your information throughout the period of time that we do work for you and following that for a period of time in line with our regulatory and legal requirements. For sale matters for a period of six years and for purchase and remortgage matters for a period of fifteen years.

Transfer to third countries:

- We may from time to time transfer your personal data to a country outside the UK, but this would usually only be for the purpose of cloud based software, applications and IT back-up of such systems we use in connection with the delivery of our legal services to you,
- We would always ensure that appropriate safeguards are in place at all times in such circumstances.

Security Arrangements

- We shall ensure all information that you provide to us is kept secure using appropriate technical and organisational measures
- In the event of a personal data breach we have in place procedures to ensure that the effects of such a breach are minimised and shall liaise with the ICO and with you as appropriate

Your rights

GDPR gives you the following rights:

- Right to be informed
- Right to access
- Right of rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object
- Rights concerning automated decision making and profiling

Right of Access

- You have a right to see the information we hold about you.
- To access this, please provide a written request to info@amitylaw.co.uk and you will need to provide proof of identity
- Your request will usually be responded to free of charge within 30 days, however we reserve the right to charge a reasonable admin fee and to extend the timeframe by a further two months, if the request is complex or manifestly unfounded.
- Request full details of our data subject access policy by emailing info@amitylaw.co.uk

Right to Erasure

- You have a right to ask us to erase your personal data in certain cases
- Your request will be dealt with free of charge and within 30 days
- We reserve the right to refuse to erase information where we are required to retain by law or regulatory obligations, or where it is required to exercise or defend legal claims

Right to Data Portability

- You have a right to ask us to release the personal data you have provided to us in a structured, commonly used and machine readable format. Where possible we will endeavour to provide this, although there may be technical considerations preventing this from happening.
- We will advise on a case by case basis, how this might be achieved.

Rights concerning automated decision making and profiling

- We do not currently use automated decision making or profiling services to deliver our legal services.

Who can you complain to?

- If you think any of the personal information, we hold about you is inaccurate, you may also request it is corrected or erased. You also have a right, in certain circumstances, to object to our processing of your personal information, to require us to stop processing your personal information and/or to withdraw your agreement to processing based on 'consent', but this does not apply where we have other legal justifications to continue processing your data or an overriding legitimate interest.
- If you are unhappy about how we are using your information or how we have responded to any requests you have made then initially contact Sharon Holland on sharon@amitylaw.co.uk, Tel 01204 546570
- If your complaint remains unresolved to your satisfaction you can contact the Information Commissioner's Office, full details are at www.ico.org.uk