

## **Privacy notice in relation to website use**

We take your privacy very seriously. Please read this privacy notice carefully as it contains important information on how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us in the event you wish to exercise these rights.

When we use your personal data we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal data for the purposes of the GDPR. Our use of your personal data is subject to your instructions, the GDPR, other relevant UK and EU legislation and our professional duty of confidentiality.

### **What information do we collect through our website and how is that collected?**

A number of facilities on our website invite you to provide us with personal information, for example, the vacancy application facility in the "Careers" section of our website and our "Contact us" option.

We will also collect information about your visits to and use of this website including information about your computer such as your IP address, geographical location, browser type, referral source, length of visit and number of page views.

We use cookies on our website. Cookies are text files which are downloaded to your computer (or other electronic device) in order to collect visitor information. This includes whether the user has logged onto the site successfully and whether the computer and/or user have visited the site previously.

You can set your browser not to accept cookies however some features of our website may not function as result.

Our website utilises Google Analytics which is an analytic web service supplied by Google. This uses cookies to help us to analyse how users navigate through our site. The information produced by the cookie about your use of the website (including your IP address) is sent to and stored by Google on servers in the USA. Google will use this information for assessing your use of our website, to collect data on your website activity and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties when required by law or where such third parties process the information of Google's behalf. Google will however not associate your IP address with any other data held by Google.

### **How and why we use your personal data**

Under data protection law, we can only use your personal data if we have a legitimate reason for doing so, e.g: to comply with our legal and regulatory obligations; for the performance of our contract with you or to take steps at your request before entering into a contract; for our legitimate interests or those of a third party; or where you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

The table below explains what we use (process) your personal data for and our reasons for doing so:

What we use your personal data for	Our reasons
To provide legal services to you	To take steps at your request before entering into a contract
For the purposes of recruitment	For the performance of our contract with you or to take steps at your request before entering into a contract
Other processing necessary to comply with professional, legal and regulatory obligations that apply to our business, e.g. under health and safety regulation or rules issued by our professional regulator	To comply with our legal and regulatory obligations
Gathering and providing information required by or relating to audits, enquiries or investigations by regulatory bodies	To comply with our legal and regulatory obligations
Ensuring business policies are adhered to, e.g. policies covering security and internet use	For our legitimate interests or those of a third party, i.e. to make sure we are following our own internal procedures so we can deliver the best service to you
Operational reasons, such as improving efficiency, training and quality control	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can delivery the best service for you at the best price
Ensuring the confidentiality of commercially sensitive information	For our legitimate interests or those of a third party, i.e. to protect our intellectual property and other commercially valuable information To comply with our legal and regulatory obligations
Statistical analysis to help us manage our practice, e.g. in relation to our financial performance, client base, work type or other efficiency measures	For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can delivery the best service for you at the best price
Preventing unauthorised access and modifications to systems	For our legitimate interests or those of a third party, i.e. to prevent and detect criminal activity that could be damaging for us and for you  To comply with our legal and regulatory obligations
Updating and enhancing client records	For the performance of our contract with you or to take steps at your request before entering into a contract  To comply with our legal and regulatory obligations

What we use your personal data for	Our reasons
Statutory returns	<p>For our legitimate interests or those of a third party, e.g. making sure that we can keep in touch with our clients about existing and new services</p> <p>To comply with our legal and regulatory obligations</p>
Ensuring safe working practices, staff administration and assessments	<p>To comply with our legal and regulatory obligations</p> <p>For our legitimate interests or those of a third party, e.g. to make sure we are following our own internal procedures and working efficiently so we can deliver the best service to you</p>
Marketing our services to existing and former clients; third parties who have previously expressed an interest in our services; third parties with whom we have had no previous dealings.	<p>For our legitimate interests i.e. to promote our business to existing and former clients</p>
External audits and quality checks, e.g. for Lexcel and other accreditations and the audit of our accounts	<p>For our legitimate interests or those of a third party, i.e. to maintain our accreditations so we can demonstrate we operate at the highest standards</p> <p>To comply with our legal and regulatory obligations</p>
To improve the website's usability	<p>For our legitimate interests or those of a third party, i.e. to be as efficient as we can so we can deliver the best service for you at the best price</p>
If you were to attend our offices - assisting with the Government's Track & Trace scheme	<p>To comply with our legal and regulatory obligations</p> <p>To assist with Public Health requirements</p>

The above table does not apply to special category personal data, which we will only process with your explicit consent.

### Who we share your personal data with

We may share your personal data with:

- professional advisers who we instruct on your behalf or refer you to, e.g. barristers, medical professionals, accountants, tax advisors or other experts;
- third party providers where necessary to carry out your instructions such as after the event insurance providers, medical expert agencies, disbursement loan funding providers;
- other third parties where necessary to carry out your instructions, e.g. your mortgage provider or HM Land Registry in the case of a property transaction or Companies House;

- defendants / opponents, the Court and any other party necessary to enable us to carry out your instructions;
- fraud prevention agencies, credit reference agencies and debt collection agencies;
- our insurers and brokers;
- our legal and other professional advisors;
- external auditors, e.g. in relation to Lexcel or other accreditations held by the Firm or individual solicitor and the audit of our accounts;
- our banks;
- external service suppliers, representatives and agents that we use to make our business more efficient;
- the Government's Track & Trace scheme.

We only allow our service providers to handle your personal data if we are satisfied they take appropriate measures to protect your personal data. We also impose contractual obligations on service providers relating to ensure they can only use your personal data to provide services to us and to you.

We may disclose and exchange information with law enforcement agencies and regulatory bodies to comply with our legal and regulatory obligations.

**Retention of your information**

We will keep your personal data after we have finished advising or acting for you. We will do so for one of these reasons:

- to respond to any questions, complaints or claims made by you or on your behalf;
- to show that we treated you fairly;
- to keep records required by law or regulation.

We will not retain your data for longer than necessary for the purposes set out in this policy.

When it is no longer necessary to retain your personal data, we will delete / destroy it.

**Your rights**

You have the following rights, which you can exercise free of charge:

Access	The right to be provided with a copy of your personal data
Rectification	The right to require us to correct any mistakes in your personal data
To be forgotten	The right to require us to delete your personal data - in certain situations where there is no compelling reason for its continued processing

Restriction of processing	The right to require us to restrict processing of your personal data - in certain circumstances, e.g. if you contest the accuracy of the data
Data portability	The right to receive the personal data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations
To object	The right to object: <ul style="list-style-type: none"> <li>- at any time to your personal data being processed for direct marketing;</li> <li>- in certain other situations to our continued processing of your personal data, e.g. processing carried out for the purpose of our legitimate interests.</li> </ul>
Not to be subject to automated individual decision-making	The right not to be subject to a decision based solely on automated processing that produces legal effects concerning you or similarly significantly affects you

For further information on each of those rights, including the circumstances in which they apply, please contact us or see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights please email, call or write to our Data Protection Officer, Natalie Thomas at [info@bmcf.co.uk](mailto:info@bmcf.co.uk), 01522 518888, Sibthorp House, 351-355 High Street, Lincoln, LN5 7BN. Please ensure that you let us have your full name, address and matter reference number; proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and let us know what right you want to exercise and the information to which your request relates.

### Protection of your information

We have appropriate security measures to prevent personal data from being accidentally lost, or used or accessed unlawfully. We limit access to your personal data to those who have a genuine business need to access it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### Changes to this notice

We keep our privacy notice under regular review and we will place any updates on our website. You should check this policy occasionally to ensure that you are aware of the most recent version. This privacy notice was last updated in July 2020.