

PRIVACY NOTICE

FT & DC WALLACE, FORTH HOUSE, FORTH STREET, LEVEN, FIFE, KY8 4PW

This is a Privacy Notice intimating to individuals and external organisations whose personal information we have in our possession, the basis on which this personal data is processed. This data is only processed when we have a legitimate interest in doing so. If there is no legitimate interest (including but not limited to the furtherance of legal matters on which we have been instructed, employment of staff, processing for the purpose of a contract in terms of normal business or to meet legal obligations in accordance with normal business) then consent will be required. Your data will only be processed for the said purposes.

The categories of information that we process include:-

Personal information such as names, addresses and National Insurance Numbers;

Characteristics information such as gender, age and ethnic group;

Contract information such as start date, hours worked, post and roles for employees; and

Other personal information and data as required in order to carry out legal work for clients as instructed.

Personal data may be shared with categories of third parties with whom it is necessary to share such data so as to further the above purposes and to include statutory bodies such as the Charity Commission, HM Revenue & Customs etc. Personal data may also be shared with agents with whom it is necessary to share such data, which agents shall themselves be Data Protection Act compliant. The data will only be transferred internationally after the appropriate safeguards have been checked.

The personal data will only be retained by us for a period sufficient to fulfil our above obligations, whereupon it will be erased in conformity with Law Society policy.

You have the right to request access to information about you that we hold and in order to make a request for your personal information please contact David Morrice Ritchie, Data Protection Co-ordinator, telephone number 01333 423804.

You have the right to request the data be rectified and erased, or object to its processing (including its automated processing), which request will be granted except when it is necessary to continue to retain and process data in pursuance of our legitimate obligations under Law Society policy or as employers or otherwise in pursuance of our statutory obligations aforesaid, and you have the right to data portability (your data being transferred to another data controller). If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioners' Office at <https://ico.org.uk/concerns/>.

Use of Cookies:

When you provide us with personal information on our website, we may use "cookies". A cookie is a short amount of data that is sent to your browser by a Web server and can only be read back by the server that sent it to you. A cookie functions as your identification card and we may use it to track your messages, log your IP address, or record other information about you. Cookies cannot be executed as code or deliver viruses. Most browsers are able to accept cookies. You can set your browser to notify you when you receive a cookie, giving you the chance to decide whether or not to accept it. If you decline to accept a cookie sent by us, you may not be able to access certain functions of the site.

External Links:

Our website may contain links to other sites at which your personal information is collected. When following a link to another site, the collection and use of your personal information is controlled by the privacy policy of that site. We do not accept any responsibility or liability for the privacy policies of external websites and your use of external websites is at your own risk.

Note:

All information in this Privacy Notice is correct at the time of publication. We reserve the right to make alterations should circumstances require it.