

GAMMON PIERCY & GAIGER

PRIVACY NOTICE - YOUNG PEOPLE

About us

Gammon Piercy & Gaiger is a law firm based in Southampton. You have asked us to help you with a legal matter so we have collected information about you so that we can do this.

This notice is to inform you of why and how your data is held by Gammon Piercy & Gaiger, and the rights you have over your data.

What information do we process?

We use information from you in order to:

- To provide you with information when you contact us to see if we can help you.
- To help you with your legal matter.
- To apply for Legal Aid funding.
- If you don't have Legal Aid, to provide a bill for our work.
- To record if you tell us you are not happy with something we have done.
- To make sure we keep records that the government and other regulators ask us for.

We might need to record information about you that is called 'sensitive information'. A list of this information is below. We sometimes need to use this information to help you with your legal matter.

- race
- ethnic origin
- politics
- religion
- genetics
- health
- sex life or
- sexual orientation.

We use information about you in relation to criminal allegations and criminal offences. This is so we can help you with your legal matter.

Lawful basis for processing

We must have a lawful basis for using your data. These are listed below:

You have asked us to help you with a legal matter.

We will collect and use your data to help you with the legal matter. If you are old enough to enter into a contract with us it will be on this basis, or you have asked us to do something before the contract (e.g. asked for some initial help).

If you are unable to enter into a contract with us (for example, if you are too young).

It is within the firm's legitimate interest to collect and use your data so that we can help you with your legal matter.

You have contacted the firm to find out if we are able to help.

It is within the firm's legitimate interest to collect and use your data so that we can let you know if we can help. If we can't help, so that we can record the reason should you not be happy about this.

Your rights

You have certain rights in respect of your data. There may be times we cannot do what you ask, for example we may need to continue to keep your data to establish, exercise or defend our legal rights. If we are unable to do what you ask we will tell you why. If you have a request please contact the compliance manager using the details below.

You have the right to ask that we:

- Provide you with a copy of your data
- Correct inaccurate data
- Delete the data we hold
- Consider an objection you have to the way we process your data
- Restrict the way we process your data
- Make your electronic data portable so that you can transfer it to another organisation.

Disclosure of your information

Some of your information will be kept on our computers systems at our office based in the United Kingdom. Some of your information may be transferred to other businesses who will process your data on our behalf. These include suppliers of services that support the business, IT companies and those providing IT platforms that we use. These businesses are based in the EEA.

We may also transfer your data to experts or other legal professionals to help with your legal matter. If we are applying for Legal Aid for you, we will share your data with the Legal Aid Agency.

We may be required under certain laws, regulations or court orders to disclose your information.

How long we keep your information for

We usually keep your information for six years from when you reach 18. In some circumstances we will need to keep your information for longer and we will inform you if this is the case.

Contact details

Should you have any concerns regarding this notice or how we collect and use your data you should contact the Compliance Manager, Katie Earley at:

Gammon Piercy & Gaiger
58 The Avenue
Southampton
SO17 1XS
Tel – 023 8065 8200
Email - katieearley@gpglaw.co.uk

You can also contact the Information Commissioner's Office at:

<https://ico.org.uk/>
Tel - 0303 123 1113
Email - casework@ico.org.uk