GAMMON PIERCY & GAIGER LLP
PRIVACY NOTICE

About us
Gammon Piercy & Gaiger LLP is a law firm based in Southampton. In order to provide legal advice and representation to our clients and for the essential running of the firm we must collect and process personal data. Gammon Piercy & Gaiger LLP therefore act as a 'data controller'.

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

What information do we process?
We collect information from you in order to:

- To provide you with information when you contact us regarding the services we offer.
- To provide you with legal services.
- Where appropriate, to apply for Legal Aid funding.
- To process billing and obtaining payment.
- To process applications for employment.
- To record and deal with feedback and for complaints handling.
- To comply with statutory and regulatory obligations.
- To administer the running of the business.
- To enforce our legal rights.

We may need to process sensitive data if we are providing you with legal services, or to comply with any legal or statutory obligations. Sensitive data is classified as follows:

- race
- ethnic origin
- politics
- religion
- trade union membership
- genetics
- biometrics (where used for ID purposes)
- health
- sex life or
- sexual orientation.

If we are providing you with legal services, it will also be necessary for us to process data in relation to criminal allegations and criminal offences. It may also be necessary for us to process this data in relation to applications for employment and other statutory and regulatory obligations.

Lawful basis for processing
We must have a lawful basis for processing your data. The lawful basis will vary depending on the reason we are processing your data. These are set out below:

You have asked us to provide you with legal services.

We will process your data to fulfil our contractual obligations to you to provide legal services, advice and assistance, or because you have asked you to do something before entering into a contract (e.g. provide a quote, requested initial legal advice).

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 process 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 assist with a legal matter, or to ask for information regarding costs and/or funding.

It is within the firm's legitimate interest to process your data so that we can provide you with the information you are requesting. If we are unable to assist you, so that we can record the reason should you raise a query or complaint in relation to this.

In relation to the running of the business.

We will process your data to fulfil our contractual obligations to you, or because you have asked us to do something before entering into a contract.

Sensitive and criminal offence data

It is necessary for us to process this data to provide you with legal services for the establishment, exercise or defence of legal claims or obtaining legal advice.

Your rights

You have certain rights in respect of your data. There will be certain circumstances where we will not be able to comply with a request, for example we may need to continue to hold and process your data to establish, exercise or defend our legal rights. If we are unable to comply, we will inform you of the reason. Should you wish to raise any request or query please contact the compliance manager.

You have the right to request 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 third parties 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 third-party providers are based in the EEA.

We may also transfer your data to third parties for the benefit and progression of your legal matter, for example experts or other legal professionals. 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 a period of six years (or six years from when you reach 18 if you are younger). There may be circumstances where we will keep your information for longer, but we will inform you if this applies.

Contact details

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

Gammon Piercy & Gaiger LLP
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