

Hannah Worth Legal Ltd Privacy Policy

The EU's General Data Protection Regulation came into force on the 25th of May 2018.

Hannah Worth Legal Ltd (HWL) have designed this privacy policy to reassure our clients, in the light of this legislation, that their personal data is being held securely and used responsibly.

Personal Data

In the EU's General Data Protection Regulation (GDPR), Personal Data is defined as "...any information relating to an identified or identifiable natural person ("data subject"); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an **identifier** such as a name, an identification number, **location data**, online identifier or to one or more factors specific to the physical, physiological, **genetic**, mental, economic, cultural or social identity of that person."

"Processing" means any operation(s) which is performed on personal data, whether automated or otherwise such as collecting, recording, organising or storing.

"Controller" is the legal person or agency who determines the purposes and means of the data process. In this case Hannah Worth.

How we use your information

The following privacy policy will outline how Hannah Worth Legal Ltd will collect and use your data:

- In respect of writing your Will we need to obtain your name address and date of birth and potentially other personal information in order to provide this service. This information will, should you specifically choose, be forwarded to the National Will Archive for the purposes of secure storage.
- In respect of obtaining your Lasting Powers of Attorney we need to obtain your name, address, date of birth together with similar details for those who you wish to act as your attorneys. This information will be forwarded to the Office of the Public Guardian

In both cases we will store your data within our own, computer and hard copy records, also details of documents provided by you to prove your identity in compliance with money laundering prevention measures. I.e. Passport, driving licence and recent utility bill

In order for us to do any of the above, we must collect and store your data firstly for correspondence purposes. We will ensure that the information collected will only be used for its intended purpose and does not constitute an invasion of your privacy.

Will we share your personal data with anyone else?

Hannah Worth Legal Ltd will **not** give or sell your personal data to any other organisation, for marketing or other commercial purposes.

We will not undertake any additional enquiries to obtain data about you other than to what you freely consent and supply.

We can reassure you that any future transfer of any personal data will only take place following your explicit consent, unless we are legally obliged to do so for a court or regulator.

How will we use the personal data we collect about you?

Processing data constitutes as collecting, storing and using. We will process this data in accordance with the GDPR. We will do our utmost to keep your information accurate and up to date and not keep it longer than is necessary.

Please be advised that there is information that we are required to keep in accordance with the law, such as information needed for tax and audit purposes. Personal data may be held for longer than these periods.

Under what circumstances will we contact you?

We will only ever contact you when necessary, or when you have requested that we do so. We do not mean at any point to be intrusive or ask for unnecessary information. We will do our best to ensure that the information we hold is as secure as possible to minimise the risk of unauthorised access or disclosure. We may need to contact you to make you aware of changes to legislation or other relevant matters which may be of interest or have a bearing on the service we provided previously.

Can you find out about the personal data that we hold about you?

Yes, if you want to see what personal data we hold on you and how it is processed, you may contact us to request this. This is known as a Data Subject Access Request (DSAR) and you must request this in writing (either by post or email), providing the necessary identification before any information is released. If Hannah Worth Legal Ltd do store any of your personal data, you may request any reasonable information, which may include the following:

- Contact details of the GDPR owner, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of HWL or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long will the data be stored? -Normally a period of 5 years, unless we are required to retain it following a court order or investigation by a regulator
- Details of your rights to correct, erase, restrict or object to such processing-Please contact us and we will amend any inaccuracy
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- The source of personal data if it wasn't collected directly from you.

What forms of ID will you need to provide in order to access this?

Hannah Worth Legal Ltd will accept the following forms of ID when information on your personal data is requested:

Passport; Photo Driving Licence; Utility Bill (from the last three months); Notarised ID Document;

Contact details of the GDPR Owner

If you wish to submit a DSAR, or have any questions regarding this privacy statement, you must do so in writing using the following information.

Address: Hannah Worth, Dallam Court, Dallam Lane, Warrington, WA2 7LT

Email: info@hannahworthlpa.co.uk

Policy Changes

Hannah Worth Legal Ltd reserves the right to change this privacy policy and will post any revisions on this web site. **hannahworthlpa.co.uk**