**Data Protection Notice**

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| **Summary****What is this Notice about?** This notice explains to potential and new clients how their personal data, including sensitive personal data collected from them by Bikelawyer may be used, including some examples of how such data is processed. **Who is the Notice for?**The notice is of primary interest to potential and new clients whose data is processed by Bikelawyer and will be of general interest to staff and the wider public.**How does Bikelawyer check this Notice is read?** By asking a sample of people who this notice targets.**Who can you contact if you have any queries about this Notice?** You may contact the company’s Data Protection Officer, Andrew Campbell. |

**Who is processing your personal and sensitive personal data?**

When you make an enquiry through our website or instruct us to act for you Bikelawyer will **control** and **process** your data including sensitive data relevant to injuries sustained and medical history and treatment received.

We will share your data with third parties only when it is required or necessary in pursuit of your legal case. If you have any questions about how we process your data, you can contact our data protection officer at;

The Data Protection Officer, **Andrew Campbell**
Bikelawyer, Commercial House, Commercial Street, Llantwit Major, Vale of Glamorgan, Wales, CF61 1RB.
Telephone: 01446 794199
Email: andrew@bikelawyer.co.uk

**What data do we use?**

Contact details e.g. address, email address, telephone numbers and data including but not limited to medical records, bank statements, DWP records, HMRC records.

**What we use the data for**

Bikelawyer processes your personal data, and your sensitive personal data, in order to pursue your claim, that is follow your instructions to act for you in your legal case.

Bikelawyer will use your contact details to keep you informed of events relevant to your case and to notify you of any regulatory changes brought in during the conduct of your case.

It is your responsibility to inform us as soon as possible if any data we hold about you is incorrect or requires updating.

**Our legal basis for processing your data**

Our legal basis for processing your personal, and sensitive personal, data is that the processing is necessary for the performance of the **contract** you enter into with us when instructing us.

**Who will have access to your data?**

Bikelawyer members of staff will have access to your data. Additionally and to fulfil regulatory requirements, such as to comply with the Solicitors Account Rules, third parties such as the firm’s book keeper and accountant may require access to your data.

**Who else may receive your data?**

It is not possible to list all the bodies with whom we might have to share your personal data in order to act for you in your claim, but the following are examples of when Bikelawyer will release data about you to third parties;

* Where we have a legitimate reason in connection with your case
* Where we are under a legal requirement to do so, such as to a court
* Bikelawyer will not release data to any third person without there being a legitimate reason to do so or, where you ask us to release such data. This means that, for example, we will not release data to relatives of yours without your prior agreement, for example for them to provide us with instructions if that is your wish. If you wish us to provide data in these circumstances you should provide us with written consent to release the data, stating the name and contact details of the individual to whom you wish the data to be sent, and advise the particular data you agree can be released / discussed.
* Barristers instructed in your case
* Medical agencies instructed in your case
* Other experts such as forensic accountants or collision investigators instructed in your case
* Costs draftsmen to enable us to recover your legal costs at the conclusion of your case
* External, secure archiving facilities
* Motor Insurers’ Bureau (MIB)
* Your opponent’s insurer, solicitor, barrister and their appointed experts in the case

**Who else may provide us with your data?**

Where you have provided your authority to third parties they may provide us with your data, for example, your General Practitioner (GP), hospital Trusts, Her Majesty’s Revenue & Customs (HMRC), or the Department for Work & Pensions (DWP) may also provide us with your data. In circumstances in which we act for children parental consent must be provided in writing to enable us to do so.

**For long will we store your data?**

We will retain your papers and therefore data for seven years after your case concludes. The papers will be stored on site at the firm’s offices then at an external, secure archiving company. We can track and trace the precise location of your data at the storage facility. After 7 years the papers and therefore your data will be securely destroyed. The electronic data we hold about you may be stored for longer, for example on archived historical and secure e-mail accounts. Data submitted to the website via the enquiry form is stored for 90 days after which is automatically removed. Whilst we have endeavoured to protect the security of the information we collect and process, we cannot ensure the security of data transmitted to or from our website via the internet.

**Your rights**

You are entitled to:

* + Request a **copy of the data** you provide to us in an electronic format so that you may pass that data to another body (this is called a right to data portability). We will respond within 1 month of the request.
	+ Request a **copy of the data** we hold about you (this is called a Subject Access Request). We must respond within 1 month of the request. We will not charge for responding to a Subject Access Request.
	+ You are also entitled to raise an **objection to the processing** where the processing of data we hold about you is likely to cause you damage or distress.
	+ You are entitled to ask us to rectify any incorrect data.
	+ You may ask us to **restrict** any further processing of your data or to **erase** your data (the right to be forgotten). However, whereas you have the right to withdraw your consent for processing your personal data where it been supplied with your consent (this would normally be additional data you voluntarily supplied and we recorded) you cannot withdraw your consent from data you supplied as part of your contract with us as the data is required to carry out the contract. For example, you could not ask us to destroy your witness statement or medical report required to prove your case.

**Further information**

If you require any **further information** on, or wish to object to any of the uses to which we put your data, you should contact our data protection officer whose contact details appear above.

**Right to complain**

Finally, you have the **right to complain** about the processing of your data to the UK regulator, the Information Commissioner’s Office. For more information about this body and how to make a complaint, please see [www.ico.org.uk.](http://www.ico.org.uk/)