

**BOYCE&CO.
CRIMINAL AND MOTORING SOLICITORS**

WEBSITE PRIVACY POLICY

Who are we?

Boyce & Co Criminal and Motoring solicitors are a firm of solicitors who provide legal services and specialise in practising criminal and motoring law. We are a “controller” under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Whose personal information do we hold?

We may hold personal information about the following people:-

- Employees
- Clients, potential clients and those we have been authorised to communicate with
- Co-defendants, witnesses and individuals an investigative authority have told us about
- Legal professionals
- Suppliers and service providers
- Advisers, consultants and other professional experts
- Complainants

What information will we collect?

We will only collect information from you that is relevant to the matter that we are dealing with. In particular, we may collect the following information from you which is defined as “personal data” such as:-

- Personal details
- Family, lifestyle and social circumstances
- Financial details
- Business activities

Special Categories

We may also collect information that is referred to as being in a “special category”. This could include:-

- Physical or mental health details
- Racial or ethnic origin
- Religious beliefs or other beliefs of a similar nature
- Criminal cautions or convictions
- Sexual orientation

Basis for processing

The basis on which we process your personal information is one or more of the following:-

- It is necessary for the performance of our contract with you
- It is necessary to deliver our services
- It is necessary to comply with a legal obligation
- It is in our legitimate interest to do
- You have given your consent (this can be withdrawn at any time by advising our data protection manager but does not affect the fact that we will continue to hold your personal details for any or all of the other categories)

How will we use your information?

We may use your information for the following purposes:-

- Provision of legal services including advising and acting on behalf of our clients
- Maintaining accounts and records
- Business administration and legal compliance
- Proper performance of a contract of employment
- Provision of education and training to our employees
- Supporting and managing employees

Who will we share your information with?

There are very strict rules about who we can share your information with and this will normally be limited to other people who will have dealings with your matter. This may include:-

- Barristers and their clerks
- The Court and court staff
- Prosecuting agencies and the police
- Co-defendants and their lawyers
- Court appointed experts including medical experts
- Experts
- Healthcare professionals
- The National Probation Service
- Our solicitor or police station agents
- Professional bodies and other outside auditors and assessors including the Solicitors Regulation Authority, the Legal Aid Agency and the Legal ombudsman
- Accountants
- Where you authorise us we may also disclose your information to your family, associates or representatives

How long will we keep this information for?

We will normally keep this information throughout the period of time that we do work for you and afterwards for a period of at least six years as we are required to do so by law and also by the regulations that apply to us.

Transfer to third countries

- We may from time to time transfer your personal information to a country outside the EEA. This might be because of cloud computing.
- Normally this will be necessary for the performance of your contract with us or for the exercise or defence of legal claims on your behalf.
- Sometimes we may transfer for other reasons and we will ensure that appropriate safeguards are in place at all times

Security arrangements

- We shall ensure that all the information that you provide to us is kept secure using appropriate technical and organisational measures
- We are accredited under the Specialist Quality Mark
- In the event of a personal data breach we have in place procedures to ensure that effects of such a breach are minimised and shall liaise with the ICO and with you as appropriate.

What rights do you have?

You have the following rights under the General Data Protection Regulations (GDPR):-

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object
- Rights concerning automatic decision-making and profiling

Right of access

You have a right to see the information that we hold about you.

To access this you need to provide a request in writing to our data protection manager together with proof of identity.

We will usually process your request free of charge and within 30 days but reserve the right to charge a reasonable administrative fee and to extend the period of time by a further two months if the request is manifestly unfounded or vexatious and/or is very complex.

Right to erasure

You have a right to ask us to erase your personal information in certain cases (details may be found in Article 17 of the GDPR).

We will deal with your request free of charge and within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation or that is required to deal with a complaint or to exercise or defend legal claims

To exercise your right to erasure please contact our data protection manager.

Data Protection Manager and How to complain

If you are unhappy about how we are using your information or how we have responded to your request then initially you should contact our data protection manager, Philip Boyce, at:

Boyce and Co
Bede's House
Park Street
Taunton
Somerset
TA1 4DG

[01823 210670](tel:01823210670)

philip@somersetlaw.co.uk

If your complaint remains unresolved then you can contact the Information Commissioner's Office, details available at www.ico.org.uk

Changes to this Privacy Policy

We may make changes to this Privacy Policy from time to time.

To ensure that you are always aware of how we use your personal information we will update this Privacy Policy from time to time to reflect any changes to our use of your personal information. We may also make changes as required to comply with changes in applicable law or regulatory requirements. Where it is practicable, we will notify you by email of any significant changes. However,

we encourage you to review this Privacy Policy periodically to be informed of how we use your personal information. Our most up to date Privacy Policy can be found [here](#), on our website.