

# Arc Employment Law Solicitors

## Privacy Notice

### General

In this notice we explain how and why we collect personal information about you as well as how we use it, when we may disclose it to others and how we protect it. We would also refer you to our general terms and conditions which provide further information on confidentiality, storage of documents and data protection.

Arc Employment Solicitors is a law firm. We are regulated by the Solicitors Regulation Authority under SRA number 642203.

Data is collected, processed and stored by Arc Employment Law Solicitors and we are the data controller of any personal information that you provide to us.

### Our contact details

Name: Arc Employment Law Solicitors

Address: 14a Funtley Court, 19 Funtley Hill, Fareham, PO16 7UY

Phone Number: 01329 448242

E-mail: [anthony.cooper@arc-employmentlaw.com](mailto:anthony.cooper@arc-employmentlaw.com)

Primary Contact: Anthony Cooper – Solicitor/Business Owner

### The type of information do we collect and process

We currently collect and process the following information:

- Personal data such as name, address, gender, date of birth, contact details, financial information etc.
- Sensitive personal data including health data, racial or ethnic origin, religion, sexual orientation, political opinions, trade union membership, philosophical views etc.

### How we obtain the information

Most of the personal information we process is provided to us directly by you to enable us to carry out your instructions which will usually relate to conducting legal work on your behalf.

We may also receive personal information indirectly, from a number of other sources, ordinarily to assist us with the conduct of legal work on your behalf. Such sources may include:

- Medical institutions for the provision of medical records
- Insurance providers who allocate legal work to us on your behalf
- Organisations that have referred work to us

### **How we use the information**

We use the information that you have given to us mainly to allow us to carry out your instructions which will usually relate to conducting legal work and representing you. We would normally use the information pursuant to our contractual obligations to you or in compliance with a legal obligation.

We have set out below some examples of what we may use your information for:

- Dealing with and processing your legal case.
- Verifying your identity.
- Complying with legal and anti-money laundering obligations.
- Communicating with you.
- Obtaining advice from third party experts.
- Keeping financial records relating to your matter.

Normally your information will only be used within Arc Employment Law Solicitors. There may, however, be occasions when it is necessary to share your information with third parties. Some examples of third parties that we may need to share your information with, are set out below:

- Barristers for advice or representation at a Tribunal or Court.
- Tribunals or Courts to progress your case.
- Your employer or the solicitors acting for your employer to progress your case.
- Non-legal experts for the provision of advice or assistance.
- Insurance companies where your Tribunal claim is backed by insurance.
- External auditors or regulators.
- Providers of identity verification.
- Contracted suppliers.

If your information is shared with third parties, we will ensure that they comply strictly and confidentially with our instructions and that they do not use your information for their own purposes without your specific consent.

There may be some uses of your information that require your specific consent. If that is the case, we will contact you separately to ask for your consent, which you are free to withdraw at any time.

### **How we store your information**

Your information is stored securely in both hard copy and electronic formats. We have physical access controls to our buildings and files to keep your data safe. Electronic data on our case management system is held on servers located in the UK and meets all the necessary requirements of data protection legislation. We have high quality computer security and safeguards for the protection of all client data.

We will retain your information only for as long as is necessary and in any event:

- As long as necessary to complete your legal work.
- For a minimum of 7 years from the conclusion of your legal work for the purpose of defending complaints or claims against us.
- To comply with any time periods required by law.

Once the applicable retention period expires, unless legally required to keep the data longer, or there are important and justifiable reasons why we should keep it, we will securely delete/destroy the data.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

### **How to exercise your rights or make a complaint**

For more information or if you want to exercise any right or wish to make a complaint, please contact anthony cooper on 01329 448242 or email [anthony.cooper@arc-employmentlaw.com](mailto:anthony.cooper@arc-employmentlaw.com).

You can also complain to the Information Commissioner's Office (ICO), if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113