

SEARS TOOTH PRIVACY POLICY

October 2018

INTRODUCTION

Sears Tooth is a partnership who specialise in family law practice and our registered address is 8 Upper Grosvenor Street, London W1K 2LY. In business for over 25 years, we have unrivalled experience across the whole spectrum of family law for winning complex cases at first instance and on appeal, including cases involving jurisdiction, divorce and children.

At Sears Tooth, we consider that the privacy of all data we hold is fundamental to the continued success of the company.

This policy explains when and why we collect personal information from you, how this information is used, the conditions under which it may be disclosed to others, how it is kept secure and how long it is retained.

Sears Tooth values its relationships with its clients, contacts and prospective clients and recognises that a failure to protect any of the data it holds would undermine those relationships, and we would fail to honour our obligations. Accordingly, Sears Tooth commits to implement this policy effectively and consistently.

This privacy policy describes our principles and approach to privacy, and we shall regularly review both the policy and the practices and procedures which are intended to ensure it is effective.

TERMINOLOGY

Sears Tooth “Sears Tooth” or “we” or “company”.

PERSONAL INFORMATION

Sears Tooth offers legal services to individuals. As such, we intentionally hold personal data for individuals in compliance with our legal obligation together with personal data for our staff, stakeholders, and the contact details of our clients.

Personal information we collect may include:

- Your name, surname, title, date of birth, national insurance number, salary details, gender, religious beliefs and other information provided by you and collected by us.
- Contact details such as your postal address, e-mail address and telephone numbers.
- Bank account details, official ID documents such as your passport, driving licence and utility bill and other documents which you may provide to us.
- Notes taken at conference, at Court and in the preparation of legal advice.
- Our records of your invoicing and payment.

CONTRACTUAL REQUIREMENTS

We are allowed to use personal information only if we have a suitable legal basis to do so. Where Sears Tooth provides services to any client, organization or individual in a legal capacity, we shall have a contractual requirement to hold relevant information about those services. Besides holding the official contact details of individuals acting for the client, the nature of the services being provided may include consequential processing of personal information. Sears Tooth shall store and process data for as long as we provide the client with services, followed by an appropriate retention period following the cessation of any services. This will be done in according to all legal obligations.

HOW WE USE YOUR PERSONAL INFORMATION

The personal information we collect may be used for the following purposes:

- To provide legal services to you.
- Conflict of interest checks.
- Money laundering checks.
- To maintain records of legal services.
- To maintain records of invoices and payments received for these services.
- Complying with legal and regulatory obligations.
- For marketing information, but only if you have consented to us doing so. Your consent may be withdrawn at any time.
- For any other purposes required by us and where your consent is required by law, where we have obtained your consent in respect of the use of your personal information.

Your personal information will not normally be processed outside of the European Economic Area, but where it is necessary to do so, we will take steps to ensure that suitable safeguards apply.

MARKETING COMMUNICATIONS

Sears Tooth may maintain a marketing database of professional individuals who have consented to our periodic correspondence. This database may include the name, telephone numbers, e-mail address, professional relevant to us, and a record of the correspondence we have had with each person.

These individuals may ask to inspect their personal contact details, correct them or unsubscribe from our communications at any time. The e-mail address of individuals wanting to unsubscribe may be retained so that we know that they should never be contacted again.

CHILDREN'S DATA

As a specialist family law practice, Sears Tooth may securely store the personal information of children under the age of 13, but only with parental consent and only in compliance with our legal obligations.

WEBSITE DATA COLLECTION

Sears Tooth follows common practices by analysing website visits, using cookies, and storing data about each session and the device used. This data is anonymous and not correlated with any personal information. The purpose of gathering this information is to improve the content and design of our website, and not to profile individuals or capture any personal information.

Where we may provide services on our website which require a login and personal identification information, the individual shall be advised that they are giving consent to our creating an individual account for them. The individual shall have the right to close their account with us and request all their data is deleted after an appropriate period of retention.

SHARING YOUR PERSONAL INFORMATION

We will not share any more personal information than that which is required, but may share your personal information:

- As permitted or required by law or regulatory requirements.
- To comply with legal processes.
- To third parties who provide services on our behalf.

RETAINING YOUR INFORMATION

We will retain your personal information for as long as necessary to fulfil the purposes of our services to you, or to comply with legal and regulatory requirements. In some circumstances, Sears Tooth may be obliged to keep records even after an individual has requested that it is deleted. However, this would be unusual and we would delete any such information as soon as our obligation has expired.

INFORMATION SECURITY MEASURES

Sears Tooth operates an Information Security Program to protect all the data it holds, including personal information. This means that there are physical, technical and procedural controls in place to safeguard against any unauthorised access and to protect all computers and devices used to store, process and access confidential information, with additional access controls, staff training and regular reviews of these measures.

ENCRYPTION

Sears Tooth shall always encrypt the personal data it holds, both in transit and when at rest. Generally, wherever possible and appropriate, encryption techniques shall be deployed to avoid unnecessary risk; as a baseline, it shall be ensured that data is always encrypted across public networks and when stored on devices in the public realm.

THIRD PARTY DUE DILIGENCE

Sears Tooth uses technical services from external providers, including services on the internet, to make its operations more effective, for example – operating resilient systems on the Microsoft Azure cloud platform, or processing payments through an online payment provider such as PayPal. In such cases, we will conduct due diligence on the service provider to make sure their data protection measures are sufficient to protect the personal information they will hold on behalf of Intersys IT.

Before using a service provider for data processing, Sears Tooth shall conduct a risk assessment of the vendor. A contract between Sears Tooth and each data processor shall provide the assurance that personal data is protected appropriately, and individual rights are respected.

RIGHTS OF THE INDIVIDUAL

Individuals have a right to access any personal information that Sears Tooth may hold about them: to ask that it is corrected and updated if inaccurate, and in certain circumstances, to ask that their personal information is deleted or restricted. They may withdraw their consent to us using their personal information and may opt out from our using it for marketing purposes and, in certain circumstances may have a right to data portability. Any person wishing to exercise these rights should make a formal written 'subject access request' to the address at the end of this policy.

HOW WE RESPOND TO YOUR RIGHTS

We cannot respond to requests for personal information made by e-mail, because we cannot ensure the privacy of the communication, so requests of this type must be made by post. We may require specific information from you to validate your identity before we can respond to your request.

Once validated, we aim to reply to your request within thirty days and no later than three months for complex requests, but we will let you know if we need an additional amount of time and will always let you know whether we accept or refuse your request.

MAKING A DATA PROTECTION COMPLAINT

If you have any concerns about our use of your personal data, please contact the address below. We will make every effort to resolve your concerns, but if we are not able to do so, you have the right to complain to the Information Commissioner's Office (ICO). Please visit the ICO's website for further details: <http://ico.org.uk>.

SEARS TOOTH'S SUPPLIERS

We have developed this policy in order that our suppliers understand how we collect, use, disclose and store personal information.

What information do we collect about you?

We will collect your names, contact number, e-mail addresses and other contact details, your business address and details about your supply history.

How will we use the information we collect about you?

We will use your personal information to:

- Manage the provision of products and services by you to us.
- Respond to any enquiry we have from you.
- Training and employee induction purposes.
- Complying with legal requirements.
- Contacting you about placing orders.

We will only use the information we collect about you where it is fair to do so and where the use of your data is in our legitimate interests.

Sharing your personal information

We may share your information with a third party to perform certain functions on our behalf, where those parties need to have access to your personal information to properly perform their function or if we are under a duty to disclose or share your personal information in order to comply with any legal obligation. We will never share any of your personal information for mailing or marketing purposes unless we have your consent to do so.

How do we store your personal information?

We operate an Information Security Programme to ensure the security of the personal information we collect and hold about you.

How long do we retain your information?

We will only keep your information for the length of time we require it for business purposes or to fulfil legal and regulatory requirements. We would not normally retain the information we hold about you for more than seven years.

Accessing your personal information

You have the right to know the personal information we hold about you and to request a copy of it. Please use the e-mail below to request a copy of your information. You may also ask us to correct or remove any information which is inaccurate. If you have any concerns about how we process or use your information then please contact us at the e-mail address below. If we are unable to satisfactorily deal with your concerns then you are entitled to lodge a complaint with the Information Commissioner's Office (ICO). Please visit their website at <http://ico.org.uk>.

POLICY CHANGE

Sears Tooth may change this Privacy Policy from time to time. This may be to improve clarity, communication, or to reflect changes we have made to our privacy practices. This policy was last updated 25th October 2018.

QUESTIONS

If you have any questions or feedback about this policy or your privacy, contact us by e-mail privacy@searstooth.com or in writing at the following address:

SEARS TOOTH 8 UPPER GROSVENOR STREET, MAYFAIR, LONDON W1K 2LY

JURISDICTION AND APPLICABLE LAW

In the event of any dispute arising as a result of content posted on this website the jurisdiction and applicable law to be invoked is that of England and Wales.