# Privacy Notice for Third Parties

## Who we are

1. We are Thomas Dunton Solicitors LLP, a limited liability partnership incorporated in England and Wales. We are a controller under the General Data Protection Regulations and the Data Protection Act 2018. The senior partners (members/owners) are Melanie Dunton and Vernon Hadida. The non-member partners (not owners) are Tessa Bengo, Catherine Crabtree and Maria James. Our address is 217- 219 High Street Orpington BR6 0NZ and our telephone number is 01689 822554. We are required by law to give you the details in this notice to let you know how we will use the information you give us.

## The lawful basis on which we process your information

2. We are holding your information because to do so is necessary or desirable in regard to a legal matter on which we are acting. We rely on the following legal bases:

    a. Legal obligation basis (where we are required to use your information to comply with our legal obligations);
    b. Contract basis (where the use of your information is necessary for us to fulfil the terms of a contract between us and our client);
    c. Legitimate interest basis (where it is in the legitimate interests of us, our clients or you for us to use your information in undertaking the relevant legal matter).

3. If at any time, we are obliged by law to disclose your personal information to a third party (such as a Government agency or similar body) then we will do so. The law allows us to do this when we have a legal obligation to disclose information.

4. We will hold any special category data which we may obtain about you or anyone else under the exemption for legal claims. We are allowed to hold such information where the processing of such data is necessary for the "establishment, exercise or defence of legal claims". "Claims" in this context includes legal advice, whether or not a matter is contentious.

## Use of your personal information

5. We will pass any information required to progress the matter on which we are acting to third parties when we consider it reasonable to do so.

6. We may from time to time transfer your personal data to a country outside the European Economic Area**.** 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. However, we will not transfer your personal information to a country outside the European Economic Area (EEA) without first notifying you.

7. We will not use your personal information for the purpose of automatic decision making.

8. Once work on the relevant matter has been concluded, the firm will retain your data (both in hard copy and electronically) in accordance with our retention policy (or such longer period as may be notified to you on closing your file).

- Data in probate cases will normally be stored for thirteen years after the death of the estate holder;
- Data in wills cases will be stored indefinitely;
- Data in all other cases will normally be stored for six years.

9. If we are holding original documents for you in safekeeping (e.g. Wills, title deeds etc) we will retain these indefinitely or for as long as we consider that retention is no longer necessary to protect your interests or ours.

10. You have a right to see any personal information which we hold about you. We will not charge you for providing this.

11. If any personal information which we hold about you is incorrect, you have a right to have this corrected.

12. You have a right to request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

13. You have a right to object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

14. You have the right to request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

15. Please note that legal professional privilege and client confidentiality override a data subject's right of access and right to be informed under the Data Protection Act 2018.

16. If you have a complaint at any time about the way in which we are holding or processing your information, you have a right to take this to the Information Commissioner's Office. They can be contacted through https://ico.org.uk/.

17. If you would like to discuss further any aspect of our use of your information with us, please direct your question to the firm's Practice Manager.