

The logo for Campbell & Caher Law Firm features the firm's name in a serif font, with a stylized ampersand between the two names. Below the name, the words "LAW FIRM" are written in a smaller, all-caps serif font. Underneath this, the words "PRIVACY NOTICE" are written in a bold, all-caps serif font, underlined.

# CAMPBELL & CAHER

## LAW FIRM

### PRIVACY NOTICE

#### Who we are

Established in 1979, Campbell & Caher Ltd is a team of three partners dedicated to providing legal help and advice to clients across Northern Ireland. We handle a range of cases from family and criminal law to conveyancing services. Contact us today to discuss your needs.

#### Our commitment to your privacy

Campbell and Caher Limited recognises the importance of protecting personal and confidential information in all that we do.

#### Your information

Campbell and Caher uses personal information. This Privacy Notice provides a summary of how we use your information in line with the General Data Protection Regulation and to ensure that we process your personal data fairly and lawfully we are required to inform you of:

- What personal information we collect
- Why we collect personal information
- How it will be used
- Who it will be shared with
- How long it will be kept for
- What rights you have in relation to the personal information we collect

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

#### How the law protects you

The law says we can use your personal information only if we have a proper reason to do so. It gives you certain rights which are contained in the Appendix

#### What types of personal information do we collect

Campbell and Caher Limited processes a range of personal information across its different areas of work. The information that Campbell and Caher may hold includes:

- names, addresses, telephone numbers, e-mail addresses
- family details, for example next of kin details
- employment details, for example, salary, HSC service information, sickness absence and other absence information
- details held in personnel files
- Property details
- financial details
- details of nationality
- information to verify identity



Campbell and Caher Limited also processes 'special categories' of information:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- information concerning health
- medical records (including mental health)
- social care records
- information concerning sexual life / sexual orientation
- information about criminal convictions, offences and cautions

#### Where we collect this information from

We collect this information from you in phone or face-to-face interviews, contact forms, from other parties on the case, from other legal advisers, from witnesses, from experts retained, from medical notes and records, from court documents, from your other advisers e.g. financial advisers, from police, health trusts, educational establishments, from official records, from employers and statutory bodies and also any other person the solicitor considers it necessary to speak to.

We may receive personal data about you from various third parties and public sources as set out below;

Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU

#### If you chose not to give personal information

If you do not provide personal information we may not be able to:

- provide legal advice and services to you;
- continue to provide legal advice and services to you

#### How we will use information about you **LEGAL BASIS**

What we use your personal information for	Our Reasons for Processing	Our Legitimate interests (where applicable)
To manage our relationship with you To communicate with you about legal services you have requested	<ul style="list-style-type: none"> <li>• Fulfilling contracts</li> <li>• Our legal duty</li> <li>• Your consent</li> <li>• Our legitimate interests</li> </ul>	Keeping our records up to date Telling you about our services Being efficient about how we fulfil our professional duties
To provide you with legal services requested To manage how we work with other parties that provide services to us and our clients	<ul style="list-style-type: none"> <li>• Fulfilling contracts</li> <li>• Our legal duty</li> <li>• Our legitimate interests</li> </ul>	Being efficient about how we fulfil our legal and contractual duties
To comply with regulations that apply to us To respond to complaints and seek to resolve them	<ul style="list-style-type: none"> <li>• Fulfilling contracts</li> <li>• Our legal duty</li> <li>• Our legitimate interests</li> </ul>	Complying with regulations that apply to us Being efficient about how we fulfil our legal and contractual duties
To run our business in an efficient and proper way This includes managing our financial position, business capability, planning,	<ul style="list-style-type: none"> <li>• Our legal duty</li> <li>• Our legitimate interests</li> </ul>	Complying with regulations that apply to us Being efficient about how we fulfil our legal and contractual duties

communications, structure and audit and accounting		
To exercise our rights and responsibilities as set out in agreements or contracts	•Fulfilling contracts	
To use our professional skills and expertise to advance your case	•Fulfilling contracts •Our legal duty •Our legitimate interests •Your consent	
Processing necessary for the establishment, exercise or defence of legal claims	•Fulfilling contracts •Our legal duty •Our legitimate interests • Your consent	Providing a professional service Carrying out professional duties Complying with professional regulations

### Use of Cookies

A cookie is a small text file that is stored on your computer by your web browser. This is used to collect information about your web use and helps us to provide you with a better and more personalised service. Some of the cookies which we use are essential so that our website works efficiently.

However, we **do not** use cookies to store personal information about individual users or to personally identify any individual. Our use of cookies does not pose any threat to your personal privacy nor does it in any way compromise the security of your computer.

We also use Google Analytics to track users so that we can monitor usage of our website and compile reports on activity. This information is collected anonymously and does not identify any individual user. The sort of information we collect relates to website trends including the number of visitors to our website, the pages visited, typical length of stay, average number of pages viewed and how visitors have come to our site, all of which helps us improve our website for you.

### Search Engine

Our website search is powered by YELL. Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either Campbell and Caher or any third party.

### Security and performance

Campbell and Caher Limited use a third-party service to help maintain the security and performance of the website. To deliver this service it processes the IP addresses of visitors to the Campbell and Caher Limited website

### People who email us

We use CJSIM to encrypt and protect email traffic in line with best practice (Government). If your email service does not support CJSIM, you should be aware that any emails we send or receive may not be protected in transit

### People who use our services

We have to hold the details of the people who have requested our services in order to provide them. However, we only use these details to provide the service the person has requested and for other closely related purposes.

### Who we would share your information with

Campbell and Caher Limited share your information in order to provide the legal services requested by you or in furtherance of legal or professional obligations. This information is shared in line with the General Data Protection Regulation. This means that those receiving your information cannot do anything with your personal information unless we have instructed them to do it. They are not entitled to share your personal information with any organisation apart from us. They are under an obligation to hold it securely and retain it for the period we instruct. A data sharing agreement has been established between barristers and solicitors and a copy of it can be found at [www.campbellandcaher.com](http://www.campbellandcaher.com)

In many circumstances we will not disclose personal data without consent. However, when we act for you we will need to share personal information with other relevant parties. We will do this where necessary for the purpose we are retained balancing relevant considerations.





The people we may share your data with include

- Your authorised representatives
- Third parties with whom we need to share your information to facilitate transactions or proceedings you have requested;
- Parties you ask us to share your information with
- Service providers who provide us with support services
- Statutory and regulatory bodies e.g. legal services agency
- Third parties e.g. Barristers, experts
- Professional bodies
- Healthcare professional and medical consultants
- Lexcel /Outside assessors

You can get further information on agreements we have with other parties/bodies/organisations for sharing information.

In certain circumstances we can pass on information without consent e.g. to prevent and detect crime and to produce anonymised statistics.

Our staff have been trained on how to collect use and delete personal data and how to check that information we hold is accurate and up to date.

#### **How long do we keep information for**

How long we hold your data for is subject to legislation and regulatory rules we must follow set by authorities such as the Law Society of Northern Ireland and the type of legal service provided to you

Ultimately, your file will be destroyed without reference to you unless you notify us that you wish to retain some part of the file. Original documents will usually be returned to you or to the apparent owner.

Our retention and destruction policies are in accordance with the guidelines issued by the Law Society of Northern Ireland.

#### **You can see what information we hold about you**

Campbell and Caher Limited tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a "subject access request" to the following email address: [gail@campbellandcaher.co.uk](mailto:gail@campbellandcaher.co.uk); Or by post to Tony Caher, 24 Longstone Street, Lisburn, BT28 1TP

If we hold information we will:

Give you a description of it

Tell you why we are holding it

Tell you who it could be disclosed to

Let you have a copy of the information in an intelligible form.

You have the right to get copies of your personal information from us in a format that can be easily re-used. You can also ask us to pass on your personal information to other organisations. {This is subject to a legal right known as a lien that a solicitor has to retain information where fees have not been discharged}

#### **How we keep your information secure**

We understand that, due to the nature of the work we carry out, we often deal with personal information that is sensitive. It is our duty to handle this information correctly and protect it from falling into the wrong hands. We protect it by holding new information on our secure electronic case management system and old information in archives on secure premises.



We also send sensitive information by secure methods, either by secure postal services or electronically via CJSIM secure email. This ensures that only those with the right to view the information can access it.

**What to do if you think there is a problem with the way we handle your information**

Please contact us if you have any questions about our privacy notice, the information we hold about you, or how we handle this information:

- by email: [gail@campbellandcaher.co.uk](mailto:gail@campbellandcaher.co.uk)
- post: Tony Caher, 24 Longstone Street, Lisburn, BT28 1TP

If you have any further concerns about how we handle your information, you have a right to complain to the Information Commissioner's Office (ICO) who regulate compliance with data protection legislation: [ICO.org.uk](http://ICO.org.uk)

**Changes to our privacy notice**

We keep our Privacy Notice under regular review and we will place any updates on our website [www.campbellandcaher.com](http://www.campbellandcaher.com)

**Sending Personal Information outside of EEA**

Data Protection Law holds all countries in the European Economic Area EEA to the same high standards. If we transfer information outside of the EEA, we will make sure that it is protected to these standards as set out below. We will only send your personal information to countries outside of EEA to:

Follow your instructions

Comply with a legal duty or

Work with other third-party organisations (as detailed above) who we use to help provide our services to you.

We will always use one or more of these safeguards:

Transfer it to a non-EEA country with privacy laws that give the same protection as the EEA

Put in place a contract with the recipient that means they must protect it to the same standards as the EEA or

Transfer it to organisations that subscribe to Privacy Shield. This is a framework that sets privacy standards for personal information sent between US and EU countries.

We have circulated this Privacy Notice to a focus group to test how easy to understand and follow it is. We have implemented suggestions received. If, however you have any difficulty or comment on the Notice please contact [gail@campbellandcaher.co.uk](mailto:gail@campbellandcaher.co.uk)

## **Appendix**

### **Individual's rights under GDPR**

**The right to obtain confirmation that their personal information is being processed, and access to personal information:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-of-access/>

**The right to have personal information rectified if it is inaccurate or incomplete:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-rectification/>

**The right to have personal information erased and to prevent processing, in specific circumstances:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-erasure/>

**The right to 'block' or suppress processing of personal information, in specific circumstances:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-restrict-processing/>

**The right to portability, in specific circumstances:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-data-portability/>

**The right to object to the processing, in specific circumstances:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-object/>

**The rights in relation to automated decision making and profiling:**

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/rights-related-to-automated-decision-making-and-profiling/>