



Integra Legal Limited – Privacy and transparency Notice

Data Controller – **Integra Legal Limited** of Crescent House, 4 Waterhouse Lane, Nottingham NG4 4BP contact@integralegal.co.uk 0115 987 6790 (“we”, “our” and “us”) is the data controller.

Further contact details are available from <http://www.integralegal.co.uk>

Purposes of processing Your data will be processed in order to:

- provide services under contract to you and others.
- comply with our regulatory and other legal obligations.
- market our services to you.
- protect us against potential claims.

Legal basis Your data will be processed on the basis that we have a legitimate interest in being able to achieve the aims of processing set out above. Where special category data is provided, the provider of the data warrants that they consent to us processing that data or that they have obtained written consent from the data subject.

Personal data held As a minimum, we are required to positively identify our clients. This also includes positively identifying a director in the case of a corporate client. In addition, we hold whatever information is provided to us by our clients and others. This will rarely include special category data.

Failure to provide data If you fail to provide us with the data required you will not receive services or marketing.

Data sources We obtain most personal data from our clients and those who have indicated that they have an interest in our services. We also obtain some

personal data from other correspondents. We may also collect some data from publicly available sources (e.g. Companies House).

Recipients Any data provided by a client is treated as confidential to that client and will only be shared with others in so far as this is necessary in order to provide the services contracted for by the client, to comply with regulatory and other legal obligations and to protect us against a potential claim. In order to provide our services, we rely on the services of certain data processors. These include secure cloud storage for files and emails. In each case, we ensure that data is processed in compliance with this policy.

Third countries and safeguards Other than where required in order to provide services as required in individual client matters, data is never sent to third countries. However, in the unlikely event that it were, the relevant devices are password protected and equipped with tracking and remote wipe software. The devices are personally accompanied.

Retention period Data is held for six years from the end of the relevant matter or for six years where not associated with a particular matter.

Automated decision making None

Under certain circumstances you have rights under data protection laws in relation to your personal data. Please click on the links below to find out more about these rights:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any

of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

General

If you have any questions about this privacy and transparency notice, including any requests to exercise your legal rights, please contact the director responsible for data privacy using the details set out below.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Contact details

Our full details are: Integra Legal Limited

Name of data privacy director: Wayne Smith

Email address: contact@integralegal.co.uk

Postal address:
Integra Legal Limited
Crescent House
4 Waterhouse Lane
Nottingham
NG44BP

Telephone number: 0115 987 6790

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.