

Privacy Notice

Introduction

Welcome to Coughlan White & Partners Solicitors, Moorefield Road, Newbridge, County Kildare. This privacy notice explains how we collect and use personal data that we obtain about you and your rights in relation to that data. Should you have any queries about this policy please contact us at this address by post, by email at info@coughlansolicitors.ie or by telephone at 045 433332.

Purpose of this Policy

This Policy is a statement of the firm's commitment to protect the rights and privacy of individuals in accordance with Data Protection legislation.

This Privacy Policy explains the following:-

- How we collect and use personal data
- The purpose and legal basis for collecting personal data
- How we store and secure personal data
- Retention of your personal data
- Details of third parties with whom we share personal data
- What your rights are

In the course of any legal transactions you may have with the firm we may collect the following personal information when you provide it to us.

- Name, address, date of birth, telephone numbers and email address, PPS Number (where appropriate)
- Identity information and documentation in order to comply with our obligations to check the identity of clients in compliance with Anti-money Laundering legislation and under any other applicable and relevant regulations.
- Additional information in relation to your legal transaction to enable us to advise you and progress your case. This additional information will depend on the type of legal work you instruct the firm to undertake eg, employment law, personal injuries, medical negligence, family law, probate, making a Will, conveyancing, debt collection.

Please note you are responsible for ensuring the accuracy of all the personal data you provide/supply to us and we cannot and will not be held liable for any errors unless you have advised us previously of any such changes to your personal data.

We use your personal information primarily to enable us to provide you with a legal service in accordance with your instructions. We also use your personal data for the purpose of administration of files, updating existing records if you have instructed the firm previously,

analysis to help improve the management of the firm, for statutory returns and legal and regulatory compliance. The information will be held in hard copy and/or electronic format.

We will only take instructions from you or from someone you authorise to do so in writing.

If we are working on your matter in conjunction with other professionals who are advising you, including barristers, consultants, banks, building societies, mortgage lenders, estate agents etc. , we may share and disclose relevant personal data and information about your matter to them in the course of your legal transaction with our firm unless you notify us otherwise. We also liaise with a counterparty or counterparties on a matter in which we are instructed.

The Purpose and Legal basis for Collecting your Data

We intend to rely on the one or more of the following lawful bases to collect and use your personal or sensitive personal data:

- (a) Contractual obligations, to perform a contract
- (b) To comply with our legal obligations
- (c) For the legitimate interests of the provision of legal services to include instruction and liaising with counsel and other professional service providers in relation to matters that we are handling or because we need to liaise with a counterparty on a matter in which we are instructed.
- (d) In the Public interest
- (e) To protect the vital interests of others
- (f) Your Consent

Your Rights in relation to your Personal data

You have the following rights under GDPR, in certain circumstances and subject to certain exemptions in relation to your personal data;

1. Right to access the data. You have the right to request a copy of the personal data we hold about you.
2. Right to rectification. You have the right to request that any inaccurate data that is held about you is corrected or if we have incomplete information you may request have rectified any inaccurate personal data we hold about you
3. Right to erasure – right to request us to erase personal information we hold about you. This is sometimes referred to as the right to be forgotten.
4. Right to restrict processing of your personal information
5. Right to object to our use of your personal information for our legitimate interests unless Coughlan White & Partners can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.
6. Right to data portability – you have the right to receive your personal information in a structured commonly used and machine readable format.
7. Right to have your data transmitted to another data controller.

The above rights are in some circumstances limited by Data Protection legislation. If you wish to exercise any of these rights please contact us using the contact details contained in this notice. We will endeavour to response to your request within a month. If we are

unable to deal with your request within a month we may extend this period by a further period of two months and we will explain why.

Further information about these rights which can be found on the Data Commissioners website www.dataprotection.ie

Employees

We collect personal data for the purposes of recruitment and for the formation and administration of the Contract of Employment and the employee relationship. Personal data in relation to employees will be held by our Human Resources representative. A privacy notice which sets out the purposes of which personal data will be processed and contains information on data subject rights is provided to employees. Our legal basis for such processing concerns the performance of the employer/employee contractual relationship.

When we store your personal data on our systems the data will primarily be stored on the offices premises and on secure IT platforms within the European Economic Area (EEA). We use a secure, cloud computing service to assist to host our information and to protect your information and keep it secure. Our IT Providers are subject to strict confidentiality agreements with this firm. All of the personal information you provide to us is kept in Ireland and we will not transfer any of your personal data to another country outside of Ireland unless you specifically instruct us to do so.

You also have the right to lodge a complaint to the Office of the Data Protection Commission.

We do not use any personal data for the purpose of automated decision-making or profiling.

Coughlan White & Partners also has a Data Retention Policy which sets out how long data will held onto in line with Law Society recommendations.

Responsibility for the processing of personal data

The Partners of Coughlan White & Partners take ultimate responsibility for Data Protection. If you have any concerns or wish to exercise any of your rights under the GDPR, then you can contact the us at our address or by email marked for the attention of the "Data Protection Lead".

Monitoring and Review

This Policy was last updated April 2019 and shall be monitored and reviewed, at least every two years.

For more information on Data Protection and GDPR please see The Data Protection Commission at www.dataprotection.ie.

The Partners of Coughlan White & Partners

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