

# SCS Law Privacy Notice

SCS Law is aware of its obligations under the General Data Protection Regulation (GDPR) and Data Protection Legislation and is committed to processing your personal data securely and transparently. This privacy notice sets out the types of personal data that we collect and hold on you, either as a Client of SCS Law (the "**Client**") or as a party subject to legal proceedings on behalf of our Client (the "**Party**"). It also sets out how we use that information, how long we keep it for and other relevant information about your personal data.

This notice applies to all Clients, both current and former, and any Party.

## 1. Data controller details

SCS Law is a trading name of LPC Law Ltd.

LPC Law Ltd ("**LPC Law**") is a data controller (the "**controller**"), meaning that it determines the purpose and the means used to process your personal data. Our address is LPC Law, Level 34, 25 Canada Square, Canary Wharf, London E14 5LQ.

LPC Law is regulated by the Solicitors Regulation Authority (the "**SRA**"). We are required to adhere to the SRA Code of Conduct 2011 (as amended) (the "**Code**"). The Code requires us to achieve certain positive outcomes which will benefit both our clients and the public. These outcomes include ensuring client confidentiality, the protection of individuals' personal data and that the SRA is able to obtain access to information/records relating to our practice and held by any of our third party service providers.

## 2. Data protection principles

In relation to your data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for legitimate reasons during the course of your engagement with us in the ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way designed to ensure it will not be lost, destroyed or used for anything that you are not aware of

## 3. Types of data we process

The types of data we hold about you may include the following:

- your personal details including your name, address, email address, phone numbers
- vehicle registration details
- medical or health information including whether or not you have a disability

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## 4. How we collect your data

Where you are a Client, we collect data about you only as supplied by you when instructing SCS Law to provide you with legal services. This will usually start from your initial enquiry where we will collect the data from you directly including:

- Name
- Address
- Email Address
- Telephone Number
- Name and Address of Other Party
- Payment Details

Further information will be collected directly from you when you provide SCS Law with the relevant documentation in order to provide the legal services requested.

Where you are the Party subject to legal proceedings, the data collected is as supplied to us by the Client in order to perform a contract and/or pursue the legitimate interests of the Client.

Personal data is held securely on our IT systems which are password protected and access to the personal data is restricted to those at LPC Law who require access to it to undertake their job.

## 5. Why we process your data

The laws on data protection allow us to process your data for certain reasons only:

- in order to perform the contract that we are party to
- in order to carry out legally required duties
- in order for us to pursue the legitimate interests of SCS Law/LPC Law or the Client
- to protect your vital interests or those of another natural person
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. We will need to collect your personal data in order to provide the legal services as per our contract with you, or in order carry out the contract that we have entered into with the Client.

We also need to collect your data to ensure we are complying with legal requirements, including but not limited to:

- The Equality Act 2010
- The Administration of Justice Act 1985
- The Money Laundering Regulations 2017

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- The Protection from Harassment Act 1997
- The Bribery Act 2010 or any other applicable anti-corruption laws

We also process personal data so that we can carry out activities which are in the legitimate interests of SCS Law/LPC Law, for example to secure payment of SCS Law's fees.

## 6. Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation
- race
- ethnic origin
- political opinion
- religion
- trade union membership
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when one or more of the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- the processing is necessary for the establishment, exercise or defence of legal claims
- you have already made the data public.

We will use your special category data where necessary for the establishment, exercise or defence of legal claims. We do not need your consent in order to carry out the processing for this reason.

## 7. If you do not provide your personal data to us

One of the reasons for processing your data is to allow us to carry out our duties in line with our contract with the Client.

If, as the Client, you do not provide us with the data needed to do this, we will be unable to perform those duties.

As the Party, the processing of your data is necessary for compliance with a legal obligation to which we, as the controller, are subject to. The processing is necessary for the purposes of pursuing the legitimate interests of our Client.

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## 8. Sharing your data

Your personal data will be shared with colleagues within LPC Law where it is necessary for them to undertake their duties. This includes, for example, the file handler and their assistant.

We do not share your personal data with bodies outside of the European Economic Area.

Should you require an Advocate to attend a hearing at court on your behalf, your data will be shared with the Advocate in order for them to prepare for and attend the hearing.

We may also share your data with third parties as part of a company sale or restructure, or for other reasons to comply with a legal obligation upon us.

## 9. Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against this.

LPC Law has taken the following steps to protect the personal data of relevant individuals, which it holds or to which it has access:

- i. It appoints or employs employees with specific responsibilities for:
  - The processing and controlling of data
  - The comprehensive reviewing and auditing of its data protection systems and procedures
  - Overseeing the effectiveness of the measures taken to protect the personal data and integrity of all the personal data.
- ii. it provides its employees with information and training to make them aware of the importance of protecting personal data, to teach them how to do this and to understand how to treat information confidentially.
- iii. it can account for all personal data it holds, where it comes from, who it is shared with and also who it might be shared with.
- iv. it carries out risk assessments as part of its reviewing activities to identify any vulnerabilities in its personal data handling and processing, and to take measures to reduce the risks of mishandling and potential breaches of data security. The procedure includes an assessment of the impact of both use and potential misuse of personal data in and by the company.
- v. it recognises the importance of seeking individuals' consent (where appropriate) for obtaining, recording, using, sharing, storing and retaining their personal data, and regularly reviews its procedures for doing so, including the audit trails that are needed and are followed for all consent decisions. The company understands that consent must be freely given, specific, informed and

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unambiguous. Full information will be given regarding the activities about which consent is sought.

- vi. it has the appropriate mechanisms for detecting, reporting and investigating suspected or actual personal data breaches, including where these are caused by security breaches. It is aware of its duty to report breaches that cause significant harm to the affected individuals to the Information Commissioner and to the data subject, and is aware of the possible consequences.
- vii. To understand the implications of the transfer of personal data internationally.

Where access to your data is required, the following apply:

- i. The principle of least privilege is always applied. This means that people are only given the minimum amount of access to a resource that is required for them to fulfil their role.
- ii. Access to personal data is password protected. Passwords must meet the specified complexity requirements and must be kept confidential by the user and not shared with anyone.
- iii. Your personal data is stored on our servers, protected by a firewall. There is no external access to the relevant systems.
- iv. We regularly monitor our system for possible vulnerabilities and attacks.
- v. All emails to and from SCS Law/LPC Law are encrypted using TLS as long as the receiving/sending server supports it.
- vi. LPC Law is Payment Card Industry Data Security Standard (PCI DSS) Compliant. SCS Law/LPC Law does not store any of your payment data. Your payment data is processed by World Pay.
- vii. Where we share your data with third parties, we have a written agreement with them to ensure that your data is held securely and in line with GDPR and Data Protection Legislation requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your personal data.

## 10. How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it. We are required to retain client files for a period of 7 years after the date of the last invoice or last contact from the client in order to respond to any claims made during the limitation period.

## 11. Automated decision making

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No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## 12. Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data and this is the purpose of this privacy notice.
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. This information will be provided free of charge, unless a request is manifestly unfounded or excessive, particularly if it is repetitive. In such circumstances, LPC Law may charge a reasonable fee to respond or may refuse the request.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- the right to portability. You may transfer the data that we hold on you for your own purposes.
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision-making in a way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Len Crowder at [Len.Crowder@lpc-law.co.uk](mailto:Len.Crowder@lpc-law.co.uk).

## 13. Making a complaint

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The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

## **14. Data Protection Officer**

SCS Law/LPC Law's Data Protection Officer is Len Crowder who can be contacted at [Len.Crowder@lpc-law.co.uk](mailto:Len.Crowder@lpc-law.co.uk)