

Harbour Family Law

Privacy Notice - GDPR compliant

Please read the following information carefully.

This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Who we are? -

Harbour Family Law Limited is a limited company with registered address 13-14 Orchard Steet, Bristol, BS1 5EH. The Data Controller is Katy Zikking, Director of Harbour Family Law Limited.

Harbour Family Law Limited collects, uses and is responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

What do we do with your information?

Information collected by us

When carrying out legal services under contract on your behalf we collect and use personal and financial information that you provide to us to ensure that the legal service we provide is done so in your best interests, is compliant with our duties to you under the SRA and other regulatory requirements.

Information collected from other sources -

We collect information from other sources too, such as other correspondents, and public registers e.g. the Land Registry or Companies House.

How we use your personal information -

We use your personal information for the following purposes:

- Provide legal services under contract to you and others;
- Comply with regulatory and other legal obligations;
- Market Harbour Family Law Limited to you;
- Protect Harbour Family Law Limited against potential claims.

Whether information has to be provided by you, and why? -

This personal information such as identity information and financial information must be provided by you to us, to enable us to act properly on your behalf. When we collect information from you, we will inform you whether you are required to provide this information to us. If you do not provide us with certain information this may effect our ability to provide legal services to you.

Legal reasons we collect and use your personal information

We rely on Article 12(1)(d) and 14(2)(b) - legitimate interests - as the legal basis for processing your information in achieving the aims set out above.

Who will we share your personal information with?

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 Harbour Family Law Limited against a potential claim. In order to provide its services Harbour Family Law Limited relies on the services of certain data processors. These included secure cloud storage for files and e-mails. In each case Harbour Family Law Limited ensures that data is processed in compliance with this policy.

We will share personal information with law enforcement agencies if required by applicable law.

How long will we store your personal data? -

We will store your data for 6 years from the end of the relevant matter in all usual cases.

Consent -

We are relying on your explicit consent to process the information you provide to us. You provided this consent when you accept the terms of this privacy notice.

You have the right to withdraw this consent at any time, but this will not effect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. You can contact us by e-mail at: mail@harbourfamilylaw.co.uk.

Your Rights -

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information [This is called a 'Subject Access Request'];
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;

- Restrict our processing of your personal information in certain circumstances;
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way;

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, please:

- Email, call or write to us - see 'Get In touch' below;
- Let us have proof of your identity and address;
- State the right or rights that you wish to exercise;

We will respond to you within one month from when we receive your request.

How to make a complaint? -

We hope that you are happy with our service and that we can resolve any issues or complaints that arise. Please get in touch if you have any concerns (see 'Get in touch' below).

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office who can be contacted at <https://ico.org.uk/concerns/>.

Our Security

Other than where required in order to provide services as required in individual client matters, data is rarely sent to third countries.

Automated Decision Making -

None

Future Processing

We do not intend to process your personal information for any reason other than stated within this privacy notice. If this changes, we will inform you by e-mail.

Changes to this privacy notice

This privacy was published on 18 May 2018 and last updated on 18 May 2018.

We constantly review our internal privacy practices and may change this policy from time to time. When we do we will inform you by e-mail.

Get in touch

If you have any questions about this privacy notice or the information we hold about you, please contact us. The best way to reach us is by mail@harbourfamilylaw.co.uk or alternatively, please telephone 01179 055141.