

Privacy Policies

At Wilson O and Co Solicitors ("We") are committed to ensuring that your privacy is protected. This policy (together with the terms contained in our Legal Notice and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us.

This policy also provides information on how you can instruct us if you prefer to limit the use of your personal information as well as the procedures that we have in place to safeguard your privacy.

Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

Wilson Osondu is the data controller.

Purposes of Processing - Your data will be processed to

- updating and enhancing your records;
- analysis to help us manage our practice;
- statutory returns;
- legal and regulatory compliance.

Our use of that information is subject to your instructions, the Data Protection Act 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), and our duty of confidentiality. Please note that our work for you may require us to give information to third parties such as expert witnesses and other professional advisers. You have a right of access under data protection legislation to the personal data that we hold about you.

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 collect some data from publicly available sources (e.g. Companies House).

Recipients - Any data provided by you is treated as confidential 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 rarely sent to third countries. Where it is, 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.

Data Subject's Rights – Where relevant, you have the right (subject to your confidentiality) to:

- withdraw consent to the processing of your data;
- complain to a supervisory authority regarding the processing of your data (<https://ico.org.uk/>); and
- obtain a copy of the data held on you and to correction of any errors in that data.

Automated Decision Making – None.

Responsibility for this policy, including an annual documented review, is that of Mr Wilson Osondu.

We may from time to time send you information that we think might be of interest to you. If you do not wish to receive that information, please notify our office in writing.