

Privacy Policy

This privacy policy sets out how GC Solicitors uses and protects any information that an individual provides the firm when they interact with them. GC Solicitors is committed to ensuring that privacy is protected. Should the firm ask an individual to provide certain information by which they can be identified, then the firm is committed to using it only in accordance with this policy and any privacy notice that has been issued.

Reasons for holding data

There are a number of reasons why GC solicitors may need to collect, process and hold personal data:

1. If an individual becomes a client, then the firm will need personal details in order for them to fulfil their contractual obligations to the client and provide the legal service that has been agreed.
2. There are many legal and statutory obligations that the firm has to fulfil either for themselves or on behalf of the individual which require it to collect, use and hold an individual's personal data.
3. As a provider of legal service, the firm may have legitimate interests in collecting and using data in order to manage and improve the services they offer.
4. From time to time, the firm with an individual's consent may send an individual promotional or marketing material.

What information does the firm collect?

This depends on the firm's relationship with the individual. Specific details of the information the firm collects, processes and holds is detailed in the relevant Privacy Notice.

Security

We are committed to ensuring that personal data is kept secure. In order to prevent unauthorised access or disclosure, the firm has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that is collected.

GC Solicitors will not sell or lease personal information to third parties and will only share relevant information in order to deliver the legal service that has been agreed.

An individual's rights

1. The firm will provide information on the personal data they collect; the purpose it is collected; how it is stored and for how long; and who they might need to share it with through a Privacy Notice
2. An individual may request details of the information that the firm holds on them. This should be done in writing to Ben Singh. In addition, they can raise a Subject Access Request (SAR) with GC Solicitors by sending a request in writing to Ben Singh. The firm will provide copies of the personal data that is held either in paper or electronic format as quickly as possible however, this will not take longer than one month unless an extension in the timeframe is needed. There will be no charge made for doing this unless the request is repeated, excessive or multiple copies are required. In these cases a reasonable charge will be made to cover the administrative resources required to do this.
3. If an individual believes the information held by GC solicitors is inaccurate, they should inform their solicitor immediately who will ensure the information is corrected.
4. In certain circumstance such as when there is no longer any need for the firm to hold or process certain data or where in certain circumstances the individual has provided consent and now wishes to withdraw this, they have the right for all or some personal data that is held to be deleted. If an individual wishes to exercise this right, they should send a request in writing to Ben Singh who will respond as quickly as possible however, it will not take longer than one month unless an extension in the timeframe is needed. There will be no charge made for doing this unless the request is complicated. In this case a reasonable charge will be made to cover the administrative resources required to do this.

In the unlikely event that GC Solicitors has been unable to address an individual's concerns, they may call the Information Commissioner's Office (ICO) helpline on 0303 123 1113.

Retention of Data

The firm will only hold data that they have a legitimate, legal or regulatory reason to hold. When this no longer applies, the firm is committed to destroying records. Details of the retention periods are included in Privacy Notices.