

## TMP Privacy Notice - General Data Protection Regulation (“GDPR”)

Please read the following information carefully. This privacy notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who I share this information with, the security mechanisms I have put in place to protect your data and how to contact me in the event you need further information.

### Who Are We?

TMP Solicitors LLP collects, uses and is responsible for personal information about you. When we do, we are the ‘controller’ of this information for the purposes of the GDPR and the Data Protection Act 2018.

If you need to contact us about your data or the processing carried out, you can use the contact details at the end of this document.

### What we do with your information? Information collected

#### If you are a client

When carrying out the provision of legal services we collect some or all of the following personal information that you provide:

1. personal details
2. family details
3. lifestyle and social circumstances
4. goods and services
5. financial details
6. education, training and employment details
7. physical or mental health details
8. racial or ethnic origin
9. political opinions
10. religious, philosophical or other beliefs
11. trade union membership
12. sex life or sexual orientation
13. genetic data
14. biometric data for the purpose of uniquely identifying a natural person
15. criminal proceedings, outcomes and sentences, and related security measures
16. other personal data relevant to instructions to provide legal services, including data specific to the instructions in question.

#### If you subscribe to our newsletter

If you subscribe to a newsletter, your first name, surname and email address is added to our mailing list. Our mailing list is managed through mail chimp. Their privacy policy can be accessed [here](#)

If you wish to unsubscribe from our newsletter, you can do so by clicking on the ‘unsubscribe’ link in the newsletter. Every email update contains an unsubscribe link in the footer. By unsubscribing, this automatically takes you off the list and you will not be emailed again by us. You can resubscribe at any time.

## If you make a payment to Crowdjustice

If you donate, your monies will be held collected by Crowdjustice. See their privacy policy [here](#)

## Information collected from other sources.

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers.

## How we use your personal information: Purposes

We may use your personal information for the following purposes:

1. to provide legal services, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
2. to keep accounting records and carry out office administration
3. to take or defend legal or regulatory proceedings or to exercise a lien
4. to respond to potential complaints or make complaints
5. to check for potential conflicts of interest in relation to future potential cases
6. to promote and market my services
7. to carry out anti-money laundering and terrorist financing checks
8. to train others when providing work-shadowing opportunities or work experience
9. to respond to requests for references
10. when procuring goods and services
11. to publish legal judgments and decisions of courts and tribunals
12. to inform and to update you about our work in relation to Crowdjustice.
13. For campaigning purposes to achieve our mission of making employment law accessible for all.
14. We will never sell your personal information. Also not pass on your personal information to 3<sup>rd</sup> parties except where it is both necessary and in accordance with this privacy policy. It will be necessary for us to share your personal information with organisations that help us process donations, organisations that help us develop and maintain our website and mailing lists, where we are required by law to disclose personal information.
15. as required or permitted by law

## Whether information has to be provided by you, and why

If we have been instructed by you or on your behalf on a case your personal information has to be provided, to enable us to provide you with advice or representation, and to enable us to comply with our professional obligations, and to keep accounting records.

## The legal basis for processing your personal information

We rely on the following as the lawful basis on which I collect and use your personal information:

- If you have consented to the processing of your personal information, then we may process your information for the Purposes set out above to the extent to which you

have consented to us doing so.

- If you are a client, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.
- In relation to information which is in categories (g) to (o) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings) we rely on your consent for any processing for the purposes set out in purposes (ii), (iv), (vi), (viii) and (ix) above. We need your consent to carry out processing of this data for these purposes. However, if you do not consent to processing for purposes (iv) and (ix) (responding to potential complaints and providing a reference) we will be unable to take your case or to provide a reference. This is because we need to be able to retain all the material about your case until there is no prospect of a complaint and to provide an informed and complete reference.
- In relation to information in categories (g) to (o) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), we are entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights.
- In relation to information which is not in categories (g) to (o) above, we rely on our legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- In certain circumstances processing may be necessary in order that we can comply with a legal obligation to which we are subject (including carrying out anti-money laundering or terrorist financing checks).
- The processing is necessary to publish judgments or other decisions of courts or tribunals.

### Who will we share your personal information with?

If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a law firm we have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may be necessary to share your information with the following:

- data processors, such as TMP staff, IT support staff, email providers, data storage providers
- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- lay clients
- family and associates of the person whose personal information we are processing
- in the event of complaints, the Legal Ombudsman
- other regulatory authorities
- business associates, professional advisers and trade bodies, e.g. the Law Society or Professional Indemnity Insurers
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals.
- public sources, such as the press, public registers and law reports.

We may be required to provide your information to regulators, such as the Legal Ombudsman, the Financial Conduct Authority, Financial Services Ombudsman, or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without our consent or yours, which includes privileged information.

We may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

### Transfer of your information outside the European Economic Area (EEA)

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the EEA in any particular case or for a reference. However, if you reside outside the EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your data to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information, please indicate this when providing initial instructions.

Some countries and organisations outside the EEA have been assessed by the European Commission and their data protection laws and procedures found to show adequate protection. The list can be found [here](#). Most do not. If your information has to be transferred outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

If we decide to publish a judgment or other decision of a Court or Tribunal containing your information, then this will be published in a way that enables it to be accessed internationally.

We will not transfer personal information outside the EEA except as necessary for providing legal services or for any legal proceedings.

If you would like any further information, please use the contact details at the end of this document.

### How long will we store your personal data?

We will normally store all your information:

- until at least 1 year after the expiry of any relevant limitation period (which will usually be 7 years as recommended by our insurers), from the date of the last item of work carried out. This is because it may be needed for potential legal proceedings or subject to a complaint. At this point any further retention will be reviewed and the data will be marked for deletion or marked for retention for a further period. The latter retention period is likely to occur only where the information is needed for legal proceedings, regulatory matters or active complaints. Deletion will be carried out without further

notice to you as soon as reasonably practicable after the data is marked for deletion.

- We will store some of your information which we need to carry out conflict checks. However, this is likely to be limited to your name and contact details/the name of the case/your case reference number. This will not include any information within categories (g) to (o) above.
- Information related to anti-money laundering checks will be retained until seven years after the completion of the transaction or the end of the business relationship, whichever is the later;
- Names and contact details held for marketing purposes will be stored indefinitely or until we become aware that the individual has ceased to be a potential client. We do not market directly to lay clients.

## Consent

As explained above, we are relying on your explicit consent to process your information in categories (g) to (o) above. You provided this consent when you agreed that we would provide legal services.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. However, where I also rely on other bases for processing your information, you may not be able to prevent processing of your data. For example, if you have asked me to work for you and I have spent time on your case, you may owe me money which I will be entitled to claim.

If there is an issue with the processing of your information, please contact us using the contact details below.

## Your Rights

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your data or to complete missing information we hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine-readable format, e.g. a Word file or hard copy;
- 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 the subject to automated decision-making which produces legal effects that concern you or affects you in a significant 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:

- Use the contact details at the end of this document;
- We may need to ask you to provide other information so that you can be identified;
- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide 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?

The GDPR also gives you the right to lodge a complaint with the Information Commissioners' Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of data protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

### Future Processing

We do not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this privacy notice will be amended and sent to you, via your solicitor or representative if appropriate.

### Changes to this privacy notice

This privacy notice was published in **November 2021**.

We continually review our privacy practices and may change this policy from time to time. Please check our website for update.

### Contact Details

If you have any questions about this privacy notice or the information, we hold about you, please contact us.

The best way to contact us is by email at email address [mail@tmpsol.com](mailto:mail@tmpsol.com) or by phone at **020 3693 2545**.