

## MORAG THOMSON – PRIVACY NOTICE

### Introduction

1. Morag Thomson is a Freelance Solicitor registered with the Solicitors Regulation Authority.
2. Morag Thomson is also registered with the Information Commissioners Office (ICO) as a person likely to handle personal information.
3. On occasions I will need to handle ('process') personal information so that the legal services requested can be provided. This notice tells you what I will do with that information and your legal rights in relation to it under the data protection laws which may apply.

### Why I need your personal information.

4. I will need some personal information to enable me to accept instructions, some in connection with money laundering requirements. This is likely to include your name, date of birth, address, e mail address, financial details, phone number and other information relevant to the work you wish me to undertake.
5. I am required to have a legal basis for processing any personal information. I will only process personal information if it is necessary to:
  - a. carry out the work you have instructed me to do; and
  - b. comply with legal obligations, such as anti-money laundering regulations.
6. If these reasons do not apply, then I may ask for your consent to process your personal information.
7. I do not envisage a need to collect or handle sensitive or 'special category' personal information (such as information relating to racial or ethnic origin, political opinion, religious beliefs or health), however if this information is needed I will ask for specific consent to process it and tell you why and how the information will be used.
8. If I collect personal information from another source then, unless you already have that personal information, it is confidential, or I am forbidden by law, I will tell you what the information is and where it has come from.
9. I will not be using your personal information for the purpose of distributing marketing material.

### Consent

10. If I have asked for consent to have and use personal information you can withdraw that consent at any time by contacting me on 07770 586447 or e mailing me on [morag@moragthomson.net](mailto:morag@moragthomson.net).

11. I will verify your identity with you and note on your records that you have withdrawn consent.

### **Sharing Personal Information**

12. I may have to pass on personal information to other people or organisations in order to provide legal services to you, such as barristers, other solicitors, other professional advisers or in legal proceedings. Wherever possible this will only be shared on a confidential basis

### **Retention of Information**

13. Personal Information will be retained until the expiry of three years from the termination of instructions, after which it will be destroyed.

### **Your Rights**

14. You have the following rights in respect of any personal information held:

- a. The right to ask for a copy of the personal information held.
- b. The right to correct any personal information if it is inaccurate or incomplete.
- c. The right for personal information to be erased (unless there is another legal obligation for such information to be retained).
- d. The right to seek a restriction in the way in which your personal information is used.
- e. The right to have your information transferred to another organisation
- f. The right to object to certain types of use of your personal information.
- g. The right to object to process by an automated process

### **Contact/Complaints**

15. If you have any queries with regard to this privacy policy or wish to assert any of the rights referred to above then please call Morag Thomson on 07770 586447 or e mail on [morag@moragthomson.net](mailto:morag@moragthomson.net).

16. If you have any complaints about how I process personal information, then please direct them to Morag Thomson initially. If you are then not satisfied, please direct them to Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113 or 1625 545 745. Website: [ico.org.uk/concerns/handling](http://ico.org.uk/concerns/handling).

Morag Thomson

13 May 2020