

Privacy Policy

Who holds your information

This privacy notice sets out how our firm, Consulting&Support, deals with your personal data. The firm Consulting&Support is the controller of the information that you provide to us and is responsible for protecting your data. You should contact us if you have any concerns about the personal information that you have provided or if you need further help about it. Our contact details are:- By post to : 6 Pineapple Place 135 Widemarsh Street Hereford HR4 9HE By telephone : 01432356222 By Email : info@prawnicyuk.com - How we use your personal information The personal information that you provide us with may be used for a number of different purposes and these are set out below:

- For assessing your eligibility for consulting and / or other products available from the law firm. We will process your information for this purpose only where you have consented to this. We will process your information for this purpose where you have consented to it and because you have asked us to take specific steps before entering into a contract with a law firm.
- For fraud prevention, for audit, compliance and regulatory purposes, for maintaining a business register of our past clients & for statistical analysis. We will process this information because we have a legal obligation to do so. This means that in order to comply with our legal and common law obligations we must process certain information in a certain manner and keep records to demonstrate compliance. You still have the rights set out below in relation to your personal information but you may not be able to exercise your right to erasure in these circumstances.
- For dealing with any queries or concerns that you may have after we have provided our service to you and until any such product so provided has ended. We will process this information where you have consented to this and on the basis of our "legitimate interest" to provide information to you on request at any time after we provide our initial services to you and until any such product so provided has ended. You still have the rights set out below although where you withdraw your consent we may still have the right to process the data for this purpose on a legitimate interest basis.

Who we may share your information with

We will keep your information confidential at all times and will only share that information in certain circumstances as set out below. We may share your information with third party providers of product data (referred to as sourcing systems or portals). This will be so that we can research and identify products that meet your stated requirements and for which you are eligible. We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies.

Information provided by you may be put onto a register and shared with other law firms to prevent fraudulent applications. We may also share your information with solicitors as a part of the process. Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claim. Where we do not offer a particular service that you require and where you consent we may pass on information to third party intermediaries, solicitors or other providers (such as will writers) to effect an introduction to them in order for them to offer additional services to you. We may share your personal information with third party processors in order to verify the integrity of certain documentation that you may provide us with so that we are able to comply with

antimoney laundering and anti-fraud requirements. We may share your data with other third parties as a part of our security and back up procedures. All these parties operate in the European Economic Area (EEA). We will not use parties where the information would be stored outside the EEA. How long we will keep your personal data We will retain records relating to assessing your eligibility for products available from the firms and product providers that we deal with for a minimum period of three years from the date the advice is given or the product sold up and for up to 5 years in order for us to be able to comply with our regulatory requirements and in order to be able to respond to enquiries by our regulators and other government agencies. We will retain records for making an application to a law firm or other product provider on your behalf for a period of 5 years. We will keep records.

- For fraud prevention • for audit, compliance and regulatory purposes
- for maintaining a business register of our past clients
- for statistical analysis indefinitely although the firm reserves the right to dispose of these records as and when it sees fit. We will retain records for dealing with any queries or concerns that you may have after we have provided our service to you and until any such product so provided has been sold and this document fulfils that obligation. You have the right of access ended for a period of up to 5 years. The rights that you have regarding your personal data You have the right to be informed about how we hold and deal with your personal data to all of the personal data that we hold about you. You can request this from us at any time. We will not normally charge a fee for this. You have the right to rectification which means that you can have any incorrect information that we hold about you corrected. You have the right to have your data deleted if you no longer require us to process it for you or if you withdraw your consent. (This right may not apply where our basis for processing is by legal obligation.) You have the right to restrict our processing of your personal information in certain circumstances. Where we process your data electronically, you have the right to transfer any personal information that you have provided to us to another party. You have the right to object and this is set out in detail below under the heading, "Affirming your consent" Where you have consented to our processing of your personal data as set out in this document, you are also consenting to us to pass your personal data onto these firms to carry out such actions. You have particular rights regarding automated decision making and these will be explained to you before such action takes place. Your right to withdraw consent Where you have given your consent for us to process your information, you have the right to withdraw this at any time. Where you do this, we will cease processing the data for the purposes for which you have given consent and this will mean that we will be unable to complete any service or transaction that we are performing on your behalf. You should refer to the section above headed "How we use your personal information" to see where we are processing information on the basis of your consent or on the basis of our other regulatory or legitimate interests.

Your right to complain

If you are dissatisfied with the way that we have handled your personal information you are entitled to complain to us about this. You also have the right to refer the matter to the Information Commissioners Office whose address is:-

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or by telephone to : 0303 123 1113

Sign below to give us consent to process your information

In order for us to process your personal information as set out above, we require your consent and the consent of any applicant for any of the services or products we offer. Please Note that we require consent confirmed personally by each applicant.

You can do this by :

- signing and dating this document where indicated and returning it to us either by email or in the post.

- emailing your consent to us with your surname and the text PN15-04-2018 in the reference

and the text as follows in the body of the email.

"I/We consent to the processing of our personal data for the purposes set out in the Privacy Notice document (PN15-04-2018) provided to us. "

IMPORTANT NOTICE: You have the right to object to our processing at any time on the basis of direct marketing or any of our legitimate interests set out above. You may do this by telephone, email or in writing to our addresses given in this document.

I/WE consent to the firm , holding and processing my personal information in the manner set out in the Privacy Notice above. I have read this document and have been made aware of my rights in respect of my personal data.