

At O’Keeffe Law, your privacy is important to us. This notice sets out how we process your personal information, how and why we collect your data, and the measures we have in place to ensure that your rights are protected. We will always be transparent with you about what we do with your personal data.

What personal data do we collect?

We may collect basic information directly from you such as your name, address, date of birth, telephone number and email address. We may also collect information relating to any offences for which you have been arrested or charged, driving licence endorsements, medical information (for which we will get your written consent) as well as employment / financial / benefits information where it relates to the funding of your defence. Most of this information will be provided voluntarily by you, but some may be shared with us by the police, the Crown Prosecution Service (CPS), the probation service or other relevant authorities. We will ensure we only collect the minimal amount of personal information needed to provide you with assistance and representation, and will never collect any information for the sake of it.

When do we collect this information?

- In both written correspondence with you and over the phone
- In receipt of online contact forms, you may fill in on one of our websites, or information you volunteer to us directly via our social media accounts such as Facebook and Twitter
- When consulting with you in person regarding your case
- In dealings with the police, courts and other relevant authorities

How and why do we use your information?

The processing of your personal data may in some cases be carried out where we are subject to legal or statutory obligations. However, the majority of personal information we collect is used in the preparation of your case, and to enable us to provide you with accurate, effective legal advice appropriate to your circumstances. In such cases we rely on our legitimate interests to process your personal information, as the data is used to carry out essential tasks of our business and to protect and further your interests as our client.

With respect to "special categories" data we may process, for example your health records, we do so on the basis that "processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity".

We do not carry out any direct electronic marketing.

Who do we share your personal data with?

We may share your information with the police, the CPS and courts where required to do so by law. We may also share your data with third parties such as expert witnesses in preparation of your defence. We will never sell any of your personal data to a third party. Whenever we share your personal data, we put safeguards in place which require these organisations to keep your data safe and to ensure that they do not use your personal data for their own marketing purposes. We do not transfer any personal information outside of the European Economic Area (EEA).

Your rights

You have a number of rights relating to your personal information and what happens to it. You are entitled to:

- Have your data processed in a fair, lawful and transparent way
- Be informed about how your personal data is being used, an example being this privacy notice
- Access personal data we hold about you
- Require us to correct any mistakes in your personal data
- Require us to delete personal data concerning you in certain situations where there is no good reason for us to continue to process it
- Request that we transfer your personal data to you or another service provider in a simple, structured format
- Object at any time to processing of your personal data for direct marketing purposes
- Object to automated decision making which produces legal effects concerning you or similarly significantly affects you
- Object in certain other situations to our continued processing of your personal data
- Otherwise restrict or temporarily stop our processing of your personal data in certain circumstances

You can read more about your rights, including the circumstances in which they apply, in the Guidance from the UK Information Commissioner's Office (ICO) <https://ico.org.uk/for-the-public>.

Security and retention of your personal data

We implement a range of organisational and technical measures to ensure your data is secure. Our electronic data systems are protected by firewalls, antivirus software, early warning systems and encryption techniques. This

means that your data is protected and only accessible by employees who need it to carry out their job responsibilities. We also ensure that there are strict physical controls in our buildings which restricts access to your personal data to keep it safe.

We will only retain your personal data for as long as is necessary for the purposes described in this Privacy Notice. We keep client files for a period of 6 years before they are securely destroyed.

Complaints / queries

Should you have any concerns or queries with regard to our use of your personal data please contact us at charlotte.okeeffe@okeeffelaw.co.uk, call 01926 268056 or write to us at:

O'Keeffe Law, 106A The Parade, Leamington Spa CV32 4AQ.

You also have the right to complain about our use of personal data to the Information Commissioner's Office (ICO). You can do this by contacting the ICO via their website <https://ico.org.uk/concerns> or by calling 0303 123 1113. O'Keeffe Law is registered with the ICO and our registration number is ZB338670.