

PRIVACY POLICY

Who are we

Harty & Smith Limited (“us” or “we”) is a law firm which is regulated by the Law Society of Scotland. Further details of the Law Society of Scotland can be found at <https://www.lawscot.org.uk/>.

As a law firm, confidentiality is built in to everything we do and as we will be using personal data to provide our services, this notice sets out how we do that.

Contact details

To contact us, please email stephen.smith@hartyandsmith.com or telephone 07584 900523 / 0141 321 9537.

What personal data we collect and why we collect it

We will primarily collect, store and use the contact details of the individuals who instruct us or help us to provide our services. We may also collect, store and use information to enable us to carry out legal and regulatory checks such as identity verification and various anti-money laundering checks.

Our website also uses cookies – details of these are set out in our Cookie Policy (a copy of which is available on our website).

Legal bases

We process the personal data that is necessary to allow us to provide our services. We also process personal data because we have a business reason (legitimate interest) to do so and the impact on the individual whose data we have is limited.

Sharing your data

We will share your contact details as necessary to provide our services. You will usually know in advance when this is going to happen.

Storage, security and retention

We use Microsoft Office 365 products which store your data securely. We have a contract in place with Microsoft which complies with applicable data protection laws and your data will be held in the UK.

We may use a third party service provider to carry out identity verification and various anti-money laundering checks. If we do, then we will have a contract in place with them which complies with applicable data protection laws.

We will retain information about the services we are providing which will include personal data until that service is concluded and, in accordance with guidelines issued by the Law Society of Scotland, for up to 10 years afterwards.

We will also retain your contact details to keep in touch.

Your data protection rights

Under data protection law, you have rights including:

- **Right of access** - You have the right to ask us for a copy of your personal information. You also have the right to information about how we use your data. This notice should answer most of your questions but you should contact us if you have further queries.
- **Right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances. You have an absolute right to ask us to stop sending you marketing material and updates about our services.

There is no charge for exercising these rights unless your request is manifestly unfounded or excessive. If it is, we will charge a reasonable fee or refuse to comply with your request.

Once a request is made, it will be acknowledged and we may ask for confirmation of identification from you and/or seek clarification of your request.

We will do our best to respond without undue delay and within one month of receiving your request. However, if the request is complex, we can extend that by another two months but if we do need more time, we will let you know why.

Please make any requests using the contact details above.

How to complain

If you have any concerns about the way that we collect and use your data then please contact us using the contact details above and we will do our best to address these concerns.

However you can also complain to the ICO if you are unhappy with how we have used your data and their contact details can be found at <https://ico.org.uk/make-a-complaint>.

We may make changes to this privacy policy

We keep our privacy policy under review and will require to make changes from time to time. We will highlight any substantial updates on our website.

This policy was most recently updated on 1 September 2023.

Which country's laws and courts apply to any disputes?

These policy, its subject matter and its formation (and any non-contractual disputes or claims) are governed by and to construed in accordance with Scots law notwithstanding the jurisdiction where you are based.

The Scottish courts shall have exclusive jurisdiction to settle any disputes which may arise out of, under or in connection with this policy notwithstanding the jurisdiction where you are based.

Harty & Smith Limited**1 September 2023**