

AMB Law Limited is registered in England with company registration number 08787294. We are registered office is at Epsilon House, West Road, Ipswich IP3 9FJ. We are authorised and regulated by the Solicitors' Regulation Authority with number 646112.

We may gather and process your personal data in accordance with this privacy notice and current data protection law. This is intended to give you the information that you require in respect of your rights and our obligations, and explains how, why and when we process your personal data.

We may collect personal data about our clients (and associated individuals such as family members) but only to the extent necessary effectively to discharge our retainer.

The types of data we collect and process can vary; they may include:

- Name
- Contact Information
- Anti-Money Laundering (AML) Identification information (i.e. driving licence and passport copies which include biographical and contact information)
- Statutory Company Information (including business activities)

We do not hold or process sensitive data.

We collect data directly from you when you first instruct us.

### **USE OF YOUR PERSONAL DATA**

We will use your personal data in the following ways:

<b>Purpose</b>	<b>Legal Basis</b>
<ul style="list-style-type: none"><li>• To enable us to contact and meet you to gather or provide information</li><li>• To perform other tasks as necessary to provide our professional services</li></ul>	We have a legitimate interest in using your data for these purposes, as it helps us to manage our relationship with you. We have carried out a Legitimate Interests Assessment whereby we have weighed your interests and the risks posed to you against our own interests and consider that they are proportionate and appropriate.
<ul style="list-style-type: none"><li>• To perform AML assessments</li></ul>	The processing is necessary for compliance with our obligation under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulation 2017
<ul style="list-style-type: none"><li>• To administer, support, improve and develop our services generally</li><li>• To enforce our legal rights</li></ul>	We have a legitimate interest in using your personal data in this way, as it helps us to run our business and to safeguard our rights as a business.
<ul style="list-style-type: none"><li>• To comply with any requirements of law, regulation or a professional body of which we are a member</li></ul>	We do this to comply with our legal, regulatory and professional obligations.

Personal data received as part of our AML process from a corporate client will be processed only for the purposes of preventing money laundering and terrorist financing, unless:

- Use of the data is permitted by an enactment other than the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017; or
- We have the express consent of the data subject to the proposed use of the data

### **SHARING AND DISCLOSING YOUR PERSONAL DATA**

We will not share or disclose any of your personal data without your consent other than for the purposes specified in this notice or where there is a legal requirement. Your personal data may be shared with:

- Third parties involved in insolvency or legal proceedings including the court, the Official Receiver, creditors and other third parties involved;
- Third party organisations such as insurers, lenders or lawyers to facilitate the pursuance of your matter;
- Other third parties as instructed by you;
- Our trade associations, professional bodies and business associates e.g. agents, IPs, counsel, accountants etc;
- law enforcement officials, the courts and government and regulatory authorities: (a) if we believe disclosure is required by any applicable law, regulation or legal process; or (b) to protect and defend our rights, or the rights or safety of third parties, including to defend against legal claims based on our legitimate interests.

## HOW LONG WE KEEP YOUR DATA

We only ever retain personal data for as long as is necessary for the purposes for which it was collected, and we have strict review and retention policies in place to meet these obligations. We keep personal data in accordance with our internal retention policies, which are determined in accordance with our regulatory obligations and good practice.

## YOUR RIGHTS

In addition to the right to be informed about how we use your personal data (as set out in this notice), you have various other rights in respect of the personal data we hold about you – these are set out in more detail below. If you wish to exercise any of these rights, please send a Subject Access Request to [office@amblaw.co.uk](mailto:office@amblaw.co.uk).

*Access to your personal data:* You have the right to ask us to confirm whether we process your personal data and to access the personal data along with the following information:

- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been or will be disclosed
- For how long we intend to store your personal data
- Your right to request to have your personal data rectified, erased, to restrict the processing of the data or to object to the processing
- The source of the data if not collected directly from you

*Consent:* Generally, we do not rely on consent as a legal basis for processing your personal data (as we can usually rely on another legal basis). However, where you have given us your consent to use personal data, you can withdraw your consent at any time.

*Right to object:* You can object to our processing your personal data where we are relying on a legitimate interest (or those of a third party), including for profiling, and there is something about your particular situation which makes you want to object to processing on this ground. Please contact us as noted above, providing details of your objection. You also have the right to object where we are processing your personal data for direct marketing purposes.

*Rectification:* If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct or complete the information and we will endeavour to do so as quickly as possible unless there is a valid reason for not doing so, at which point you will be notified.

*Erasure:* You can ask us to delete your personal data, for example where it is no longer necessary for us to use it, you have withdrawn consent or where we have no lawful basis for our keeping it.

*Portability:* You can ask us to provide you or a third party with some of the personal data that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.

*Restriction:* You can ask us to restrict the personal data we use about you where you have asked for it to be erased or where you have objected to our use of it.

*Automated decision-making:* Automated decision-making takes place when an electronic system uses personal data to decide without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request to ensure that your data is protected and kept secure.

You can make a complaint to us by contacting us via [office@amblaw.co.uk](mailto:office@amblaw.co.uk) or to the Information Commissioner's Office via the ICO website.

23<sup>rd</sup> August 2019