

Blackwood & Smith LLP

Privacy Notice

Introduction

Blackwood & Smith LLP is a limited liability partnership incorporated in Scotland with registered number SO0306497. Our registered office is at 39 High Street, Peebles EH45 8AN. Throughout this Privacy Notice all references to “we”, “us”, “our” or “Firm” refers to Blackwood & Smith LLP.

We are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal information we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully to understand our views and practices regarding your personal information and how we treat it.

For the purpose of the General Data Protection Regulations the data controller is Blackwood & Smith LLP, 39 High Street, Peebles, EH45 8AN.

Information we may collect from you

We may collect and process the following information about you:

- Personal data provided by you or your representative directly, from other people you know, including family members and people you are financially linked to or from other organisations who have referred you to us.
- Details of your visits to our site including, but not limited to, traffic data, click tracking, location data, weblogs and other communication data, and the resources that you access.
- The correspondence you provide if you contact us.
- Because of the nature of services we provide, the types of data we collect can be quite varied, but will usually include full names, contact details and

associated client information. Depending on the nature of the relationship between us we may also process information about your business and company affiliations, identification, including copies of your passport and address ID, financial affairs, family, lifestyle and social circumstances, employment background, the services we provide you, the goods and services your company provides us.

- We may obtain such personal data from you directly, from our clients, from third parties involved in matters we act on for our clients, and from other third parties (including publicly available information).
- Where you are the client, it will sometimes be necessary for you to provide us with information directly, and in those circumstances it is your responsibility to ensure that all such information is complete in all material respects and not misleading. The accuracy and appropriateness of our advice may be affected as a consequence of your failure to do so. If any information changes, please let us know so that we can keep it updated on our systems.

IP addresses and cookies

We may collect information about your computer, including where available your IP address, operating system and browser type, for system and business administration and for usage monitoring. This is statistical data about our user's browsing actions and patterns and does not identify any individual.

Cookies are small text files placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. For more information about cookies please visit www.allaboutcookies.org or www.youronlinechoices.org.

We use cookies for the purpose of:

- Understanding what brought you to our website and what pages you visited.
- Remembering you when you return to our website.

- Providing you with safe restricted access areas.

You can manage cookies by changing your browser settings to block or delete cookies

Where we store your personal data

We will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our site. Any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access.

What do we do with your information

We use information held about you in the following ways:

- Fraud prevention, anti-money laundering, anti-bribery and for the prevention and detection of crime.
- Provision legal advice and legal services, communicating with you and responding to your enquiries, taking instructions.
- Compliance with our legal obligations to prevent financial crime.
- Compliance with regulatory obligations.
- Obtaining payments by online means.
- Ensuring the safety and security of our people and premises.
- Disclosures to our auditors, our own legal and other professional advisors, our insurers, insurance brokers, the Law Society of Scotland.

- Administration of our client's accounts with us, including providing billing services, tracing and collection of debts.
- Managing business performance, assessing client satisfaction, conducting specific tests on our existing or new systems, networks, applications or software and general improvement of our service.
- Advertising, market and public relations, including sending you direct marketing communications, insofar as we are permitted by law.

How long do we keep your information

We keep personal data in accordance with our regulatory obligations and good practice. These retention periods depend on the nature of the information and work we undertake and are subject to change.

If you have any questions or concerns about how long we keep your information please contact us at Blackwood & Smith LLP, 39 High Street, Peebles EH45 8AN or office@blackwoodsmith.com.

What basis do we have for processing your information

We will only process your personal data where we have a lawful basis for doing so. In general, our lawful basis will be one or more of the following:

- The processing is required for compliance with our legal obligations.
- The processing is necessary for the purposes of pursuing our legitimate interests. This includes carrying out the business of providing legal services and pursuing our legitimate business interests.
- The processing is necessary for the completion of a contract with you for the provision of legal services.

You have provided your consent to the processing of the information.

Disclosure of your information

We may disclose your personal information to third parties:

- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation;
- in order to provide services to you in connection with matters in which we are instructed;
- where we hold any money for you, we will require to disclose information to our bankers;
- in order to enforce or apply our terms of business and other agreements; or
- to protect the rights, property or safety of Blackwood & Smith LLP, our customers, or others. This includes exchanging information with other companies and organisations for the purpose of fraud protections and credit risk reduction.

Your rights

You have rights in relation to your personal information which we hold and these include:

1. The right to request access to your personal information;
2. The right to request rectification of your personal information;
3. The right to request deletion of your personal information;
4. The right to object to, or request restriction of, the processing of your personal information;
5. The right to request transfer of your personal information; and
6. The right to withdraw consent to the processing of your personal information.

If you wish to exercise any of these rights in relation to personal information we hold for you, including any request for access to your personal information (Subject Access Request), or if you do not wish to receive further communication from us please write to Blackwood & Smith LLP, 39 High Street, Peebles, EH45 8AN or send an email to office@blackwoodsmith.com.

Links

Our site may, from time to time, contain links to and from other websites operated by third parties. These are provided for your information and convenience only.

If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept responsibility or liability for these policies.

Please check these policies before you submit any personal information to these websites.

Third party personal information

If you provide us with personal information about another person, you confirm that they have appointed you to act for them, and that you have informed them of our identity and the purposes for which their personal information will be processed.

Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

Contact

Questions, comments and requests regarding this privacy policy should be addressed to Blackwood & Smith LLP, 39 High Street, Peebles, EH45 8AN