

# L.T BYRNE

## Law Searchers LTD

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In this notice, 'we', 'us', and 'our' refers to L.T BYRNE LAW SEARCHERS LIMITED. We take the protection of your privacy very seriously. We will only use your personal and corporate information to deliver the services you have requested from us, and to meet our legal and regulatory responsibilities.

### Data Protection Officer

Our Data Protection Officer oversees how we collect, use, share and protect your information to ensure your rights are fulfilled. You can contact our Data Protection Officer at [liam.byrne@btconnect.com](mailto:liam.byrne@btconnect.com) or by writing to them at our office;

MR LIAM BYRNE  
L.T. BYRNE LAW SEARCHES LIMITED  
4 WHITEWELL ROAD  
BELFAST  
BT36 7ES

### How we collect information about you

We collect personal and corporate information from you in order to perform our services, as agreed at the time of our engagement. We will sometimes record phone conversations and we will also let you know when we do this.

To provide services under the terms and conditions we agree between us, we need to collect and use personal and corporate information about you. If you do not provide this information, we may not be able to provide you with our services.

The personal information we collect from you will vary depending on which services you engage us to deliver. The personal information we collect might include your name, address, telephone number, email address, your Unique Tax Reference (UTR) number, your National Insurance number, your date of birth, marital status and bank account details.

### How is your information used?

In general terms, and depending on which services you engage us to deliver, as part of providing our agreed services we may use your information to:

- contact you by post, email or telephone
- verify your identity where this is required
- understand your needs and how they may be met
- maintain our records in accordance with applicable legal and regulatory obligations
- process financial transactions
- prevent and detect crime, fraud or corruption

We are required by legislation, other regulatory requirements and our insurers to retain your data where we have ceased to act for you. The period of retention required varies with the applicable legislation but is typically five or six years. To ensure compliance with all such requirements it is the policy of the firm to retain all data for a period of seven years from the end of the period concerned.

### **Who has access to your information?**

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. Any staff with access to your information have a duty of confidentiality under the ethical standards that this firm is required to follow.

### **Third Party Service Providers working on our behalf**

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf, for example tax planning, pension services. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

Please be assured that we will not release your information to third parties unless you have requested that we do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

### **How you can access and update your information**

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you. If any of your information changes, please email or write to us, or call us using the 'Contact information' noted below.

You have the right to ask for a copy of the information we hold about you and how we collect, share and use your personal information.

### **Security precautions in place to protect the loss, misuse or alteration of your information**

Whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems.

Where we have given, or where you have chosen, a password which enables you to access information, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Your data will usually be processed in our offices in the UK. However, to allow us to operate efficient digital processes, we sometimes need to store information in servers located outside the UK, but within the European Economic Area (EEA). We take the security of your data seriously and so all our systems have appropriate security in place that complies with all applicable legislative and regulatory requirements.

We keep our computers, files and buildings secure. When you contact us to ask about your information, we may ask you to identify yourself.

### **Your choices**

We may occasionally contact you by post / email / telephone / newsletter with details of any changes in legal and regulatory requirements or other developments that may be relevant to your affairs and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under 'Contact information' below.

### **Your rights**

**Access to your information:** You have the right to request a copy of the personal information about you that we hold.

**Correcting your information:** We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information:** You have the right to ask us to delete personal information about you were:

- you consider that we no longer require the information for the purposes for which it was obtained
- you have validly objected to our use of your personal information - see 'Objecting to how we may use your information' below
- our use of your personal information is contrary to law or our other legal obligations
- we are using your information with your consent and you have withdrawn your consent - see 'withdrawing consent to use your information' below.

**Restricting how we may use your information:** In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where there is no longer a basis for using your personal information, but you do not want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Objecting to how we may use your information:** Where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

**Withdrawing consent to use your information:** Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us in any of the ways set out in 'Contact information' below if you wish to exercise any of these rights.

### **Changes to our privacy notice**

We keep this privacy notice under regular review. Paper copies of the privacy notice may also be obtained from the contact address below. This privacy notice was last updated on 1 June 2018.

### **Contact information**

MR LIAM BYRNE  
L.T. BYRNE LAW SEARCHERS LIMITED  
4 WHITEWELL ROAD  
BELFAST  
BT36 7ES  
Email: [liam.byrne@btconnect.com](mailto:liam.byrne@btconnect.com)  
Tel: 02890 771991

### **Complaints**

We seek to resolve directly all complaints about how we handle your personal information, but you also have the right to lodge a complaint with the Information Commissioner's Office at:

Information Commissioner's Office  
3<sup>rd</sup> Floor  
14 Cromac Street  
Belfast  
BT7 2JB  
Website: <https://ico.org.uk/concerns>