

## **PRIVACY POLICY**

### **General Data Protection Regulation (GDPR) and the Data Protection Act 2018**

This Privacy Policy relates to information collected, stored and otherwise processed and/or shared with others and the mechanism to protect such information and how you may contact us if you need any further information. When we provide legal services to you, we are required to collect information about you relating to your identity (such as copies of your passports, utility bills, driving licence, etc) as well as information about your transaction in which we are instructed. This may include your bank details and sensitive information about your personal/legal matters as well as your home/business address, telephone numbers and email address.

We are required by statute and SRA rules and regulations to store such information and documents for a period either of 6 years or where the matter relates to property and mortgages, a period of 12 years following the conclusion of the matter.

In some instances, we are required to share your information with Government agencies such as the courts or HMRC and barristers' chambers or the other party in the transaction in which we are instructed on your behalf in the course of dealing with your instructions. We will not, however, share any of your confidential information for marketing purposes with any third parties.

We may, from time to time, contact you with regard to legal services that we offer and updates on the law generally unless you inform us in advance that you do not wish to be contacted in this manner. You have the right to contact us at any time to enquire as to details of what personal information we hold on you in our records.

In matters where we have already been instructed and an engagement letter has been signed, please note that the terms of our engagement letter will be varied to include details of this Privacy Policy. Please contact us if you require any further information.

This Privacy Policy also sets out how we look after your personal data which we may collect from you personally or when you visit our website and tells you about your privacy rights and how the law protects you.

From 25 May 2018, to the extent that you are a client and we are currently in a contract with you or intend to enter into a contract that involves processing the data of individuals in the EU including the UK, we would ask you to read this Privacy Policy carefully.

### **Who We Are**

Empower Family Law Limited t/a Empower Family Law is the "Data Controller" and responsible for your personal data and from 25 May 2018, we will be the Controller for the purposes of the General Data Protection Regulation (GDPR).

Our full details are: Empower Family Law of The Junction, Station Road, Watford, WD17 1EY Email: [hello@empowerfamily-law.com](mailto:hello@empowerfamily-law.com)

## **2. The Data We Collect About You**

We will collect and process the following data about you:

- (i) Information you give us:
  - Your name
  - Address
  - Email address
  - Phone number
  - Date of Birth
  - Copies of your identity documents
  - Your national insurance number
  - Financial data
  - Technical data (information about your computer, eg: your IP address, operating system, browser, details of your visits to our website)