

## **Privacy Policy**

This privacy policy will explain how GSG Legal uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
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### **What data do we collect?**

GSG Legal collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- We only collect information about you that is relevant to your case or the matters that we are dealing with for you. This will include information from you which is defined as 'personal data' such as personal details, family, lifestyle and social circumstances, financial details, work and business details and information about the matter we are helping you with.
- We may obtain information about you from other people you ask us to collect this data from such as friends, family, professional or medical advisers, and witnesses. These will also include court, the Police, the Crown Prosecution Service and the Probation Service and we will tell you when we receive this information.

### **How do we collect your data?**

You directly provide GSG Legal with most of the data we collect. We collect data and process data when you:

- Register online or make an enquiry for any of our services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

GSG Legal may also receive your data indirectly from the following sources:

- Information provided as a result of third-party enquiries or cases, where your details will also appear in the contents of the enquiry.

## **How will we use your data?**

GSG Legal collects your data so that we can:

- Provide legal services to you - advising and acting on your behalf, maintaining our accounts and records for those matters, training, supporting and managing staff and occasionally promoting our goods and services to you.

If you agree, GSG Legal will share your data with our partner companies so that they may offer you their products and services.

There are very strict rules about who we can share your information with, and this will normally be limited to other people who will assist with your matter. This may include:

- Barristers, solicitor agents and other providers of legal services who act as our agents, medical and other experts, interpreters and private investigators, healthcare professionals, social and welfare organisations, and courts and tribunals.

Where information is shared in this way, we will ensure that that these people will only use it for assisting with your matter. We will ensure that they deal with your data securely and comply with the same data protection rules that apply to us. In some cases, the third parties we share your information with, may have a direct obligation to you, and may send you a similar privacy notice to this one setting out why they are processing your data and how they will treat it.

When sharing information, we cannot transfer your personal data to a country outside of the EEA unless we need to do this for the performance of your contract with us or for the exercise or defence of legal claims on your behalf.

## How do we store your data?

GSG Legal securely stores your data at our registered offices, which is always locked and has the benefit of a security alarm.

GSG Legal will keep your personal data for a period of six years once your legal matter has concluded. If your matter never proceeded to a full case, then your details will be kept for a period of 12 months. Once this time period has expired, we will delete your data by using appropriate technical and organisational measures. Further information is available upon request.

## What are your data protection rights?

GSG Legal would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request GSG Legal for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that GSG Legal correct any information you believe is inaccurate. You also have the right to request GSG Legal to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that GSG Legal erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that GSG Legal restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to GSG Legal's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that GSG Legal transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: **07964690590**

Or write to us: [gonul@gsglegal.co.uk](mailto:gonul@gsglegal.co.uk)

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### How do we use cookies?

GSG Legal uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website
- [Add any uses your company has for cookies] **Gonul please have a look at this.**

### What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – GSG Legal uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – GSG Legal uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. GSG Legal sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.
- [Add any other types of cookies your company uses] **amend accordingly**

### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

GSG Legal website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

GSG Legal keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 April 2020.

## **How to contact us**

If you have any questions about GSG Legal's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [gonul@gsglegal.co.uk](mailto:gonul@gsglegal.co.uk)

Call us: **07964690590**

Or write to us at: Rayleigh House, 21 Queen Anne's Pl, London, Enfield EN1 2QB8

## **How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that GSG Legal has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office by visiting their website below.

Email: [www.ico.org.uk](http://www.ico.org.uk)