

General Data Protection Regulations (GDPR)

Privacy Notice GDPR protects and enhances your rights for data being held by Meyler McGuigan Solicitors Limited. We have a Privacy Officer to oversee compliance of the personal information we hold about you. This is Joanne McNulty and her email address of joanne@meylermcguigan.com, postal address is 11 High Street, Omagh, Co Tyrone. You should read this Notice together with your Terms and Conditions of engagement with us for all types of legal instruction. We may require your specific consent on occasions for example for the release of sensitive medical notes retained by your General Practitioner for the purposes of personal injury litigation or a family court application, or generally for general court proceedings. Please keep your information up to date with ourselves and if, for example, you change your address or your telephone number, please let us know.

Personal information Is information that we may take from you directly for legal instructions and information, and data we will collect from you by letter, email or any other electronic communication, or any other means. We also hold information from third parties including Banks, Building Societies, or other financial institutions, insurance companies and the Motor Insurers Bureau, or indeed from experts instructed on your behalf to establish or rebut liability in court proceedings including data from to or from engineers, doctors, dentists, accountants and other professionals and from other agencies or regulatory bodies. We require this information to represent you in Court on any matter, to perform litigation or to enter a contract or convey property on your behalf, or to administer any other legal type business on your behalf to enable us to comply with legal requirements and obligations. This information would be essential to transact business with you and on your behalf and would be shared as required with third party clients as individuals, solicitors, legal practices, other professional agencies and organisations to undertake legal work.

Recipients of Personal Data Information may be used within our company by administrative staff, solicitors and our IT support network company, for all purposes necessary for performing our legal obligations to you, to assist in verifying your identity, assessing risks and to comply with all legal regulations including requirements of our regulatory body the Law Society of Northern Ireland, together with all government law enforcement agencies and our obligations thereunder. We would also hold data for specific compliance of information where that is required for example to discharge or collect debts or comply with financial crime regulations and general legal and regulatory compliance. In conveyancing transactions we may share relevant information with Law Searchers prior to any completion of purchases or sales to protect your legal interests. In addition such necessary information shall be shared with other professional organisations including the auditors of the Legal Services Agency, our own firm of auditors/accountants for such compliance and for disclosure of information required by Meyler McGuigan operating as a limited company and general statutory obligations. We shall also share data as necessary with many private and public bodies in the United Kingdom, the Courts and Tribunals Services, legal aid service providers, and government law enforcement agencies within the Department of Justice and the government of Northern Ireland.

In relation to any intended litigation, a barrister (that is Counsel regulated by the Executive Counsel of the Bar Library of Northern Ireland) may be retained on your behalf and would be briefed with all relevant information as required to enable his or her full advice and representation for you in Court proceedings.

The type of information we may hold, store and transfer on your behalf includes, full name, address, gender, date of birth, national insurance, contact details, criminal convictions, identification or supporting documents we hold on your behalf, bank details, details of any conflicts of interest, qualifications, employment history and relevant information pertinent to the type of instruction you have provided to the company. The company are required to access and use other information for fraud compliance with professional and

government law enforcement agencies including the undertaking of anti-money laundering requirements in performance with our statutory obligations.

Retention of Information We shall keep your information as long as permitted for legitimate business purposes and for any retention periods that we are required to meet. We are required to keep information on your files(s) for you to 12 years, depending on the nature of the legal transaction undertaken on your behalf. Other periods may apply to different types of instruction, other matters such as miscellaneous correspondence or telephone records may be deleted in a much shorter time frame.

Your Data Protection Rights

1. You have rights of access to any such information held by ourselves.
2. Your right to rectify any personal data that is inaccurate.
3. Your right to be informed – this Privacy Notice provides you with information on the purpose of collecting and using your personal data.
4. You have rights to have your data erased when it is no longer necessary or when you withdraw consent. This includes your right to object.
5. You can require the company to restrict the release of personal data for example including medical notes and records not relevant to your terms of instruction.
6. This allows you to obtain and reuse your personal data for your own purposes for accessing different legal services. This only applies to personal data you have given to us and is based on your consent or for the performance of a contractual obligation.
7. You have the right to object to the processing of information held by the company for any legal work undertaken on your behalf.

Brief Summary

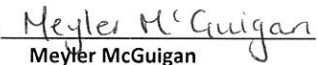
The previous guide is of your legal rights as a data subject and information we may share with third parties on your behalf when required. It also explains why we collect and hold personal data that we hold about you.

We will only use your personal information for the purposes we have collected it for, unless we consider that we need to use it for another legal and legitimate purpose. We will process your information without your knowledge and consent in compliance with the above rules, but only as permitted by the law.

Security

The internet is not a secure medium for retaining personal information, but in order to prevent unauthorised access or disclosures we have policies and managerial safeguards on the information we collect and use "online". If you do not wish to accept this privacy notice, you should not continue to use the website of Meyler McGuigan Solicitors Limited. Please also note that we will never ask for your bank details by email. Nor will we ever provide our bank account details by email.

You have the right to make a complaint to the Compliance Officer or to the Information Commission Officer (ICO) in the United Kingdom.

Signed: 
Meyler McGuigan

Dated: 24th May 2018