

PRIVACY POLICY

WHO WE ARE:

Baynes & Co. LLP,
Solicitors,
155, King Street North, Dublin 7, Ireland.
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E info@baynes.ie

WHY WE PROCESS YOUR DATA:

For our clients, we process data:

- In order to provide you with legal advice
- To assist you with legal claims or proceedings
- To assist you with your legal rights

On the legal basis of it being necessary:

- for the performance of a contract to which you are a party
- for the establishment, exercise or defence of legal claims
- following your consent (which you can withdraw any time)

We share this data:

- with our practice management system provider
- with our email service provider
- with your barrister, consultant, expert witness and the counterpart solicitor (in whole / part as necessary)
- with regulatory authorities as far as necessary only.

We retain this data for as long as may be required only following your business but this may be for a period of six years in contract, tort or other matters or twelve years or more in property matters or longer in matters concerning minors at law or trusts. Specific documents or instructions relating to wills, deeds or agreements may be retained indefinitely.

For our potential, current and past clients, we process data:

- in order to market the services of our firm
- to provide legal updates or newsletters on subscription

On the legal basis of:

- our legitimate interest in the administration and operation of our legal services as well as our legitimate interest in marketing and promoting our firm's legal services. Clients can opt out of receiving such communications at any time.

We share this data:

- such as your name and email address with our services provider who is not permitted to use this data other than on our behalf.

We will retain this data for a period of six years.

INFORMATION FROM THIRD PARTIES AND THE SOURCE OF THAT DATA:

Information including personal data relating to clients will usually be received from counterpart solicitors, legal proceedings, specialist consultants, expert witnesses and publicly accessible sources only and usually in the context of legal proceedings whether threatened or instituted.

TRANSFERS OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA:

We will not transfer data outside the EEA without specific client authority.

YOUR RIGHTS RELATING TO PERSONAL DATA:

You have the following rights under the **General Data Protection Regulation**, in certain circumstances and subject to certain exemptions, in relation to your personal data:

- right to access the personal data we hold/ process about you
- right to rectification of inaccurate or incomplete data
- right to erasure of personal data (“be forgotten”)
- right to restriction / objection of processing for particular purpose
- Right to access your data and obtain and receive copies.

In order to exercise any of the rights set out above, please contact us at the contact details set out at the start of this notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

If you are unhappy with how we process personal data, we ask you to contact us so that we can rectify the situation.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission;

REQUIREMENT TO PROCESS PERSONAL DATA:

If you do not provide us with your information for the purposes described above, we cannot provide you with legal advice, represent you in legal proceedings or send you our newsletter.

AUTOMATED DECISION-MAKING AND PROFILING:

We do not use any personal data for the purpose of automated decision-making or profiling.

May 2024

CLIENT CONSENT TO PRIVACY POLICY

I consent to the use of my personal data in accordance with the above mentioned Privacy Policy.

Signed

(_____)

Date