



Lovetts Ltd

Privacy Notice

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Owner: Managing Director (Michael Higgins)

Created by:	Paul McCulloch
Approved by:	Michael Higgins

Change history

Date	Version	Created by	Description of change
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1 Our contact details

Name: Michael Higgins, Lovetts Ltd

Address: Bramley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR

Phone Number: 01483 457500

E-mail: data@lovetts.co.uk

2 General Data Protection Regulation (GDPR) – European Representative

Pursuant to Article 27 of the General Data Protection Regulation (GDPR), Lovetts Limited has appointed European Data Protection Office (EDPO) as its GDPR Representative in the EU. You can contact EDPO regarding matters pertaining to the GDPR:

- by using EDPO's online request form: <https://edpo.com/gdpr-data-request/>
- by writing to EDPO at Leuchtenfabrik, House A, 1st floor, Edisonstrasse 63, Berlin, 12459 Berlin, Germany

3 The Purposes for which we collect personal data

We collect personal data to provide legal services to our clients, to make regulatory enquiries and reports, to market our services and to run the company.

Data is stored securely in accordance with the Data Protection Act 2018, the UK GDPR and ISO 27001.

4 Legal basis

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting Michael Higgins as above
- We have a contractual obligation
- We have a legal obligation
- We have a legitimate interest

5 Categories of personal data collected

The data we process may include current and/or historic data on the following and may include special category data (particularly health data and data as to racial or ethnic origin) where this may be relevant:

- **Prospects and visitors completing a form on our website:** contact data - name, email address, IP addresses and other online identifiers, gender, nationality, marital status, job titles and position held, company or trading name, business address, country, phone number, financial and contractual data relating to the issues on which we are instructed which may include special category data relevant to the issues, any other data they provide
- **Our clients' staff:** the contact data of their representatives/contact persons - name, email address, IP addresses and other online identifiers, job titles and position held, company

name, company address, country, phone number, date of birth/age, gender, nationality, marital status, any other data they provide

- **Our clients:** contact data - name, email address, IP addresses and other online identifiers, date of birth/age, gender, nationality, marital status, job titles and position held, trading name, business address, home address, country, phone number, financial and contractual data relating to the issues on which we are instructed which may include special category data relevant to the issues, any other data they provide
- **Our clients' clients'/customers' staff:** contact data of their representatives/contact persons - name, email address, IP addresses and other online identifiers, date of birth/age, gender, nationality, marital status, job title or position held, company name, company address, country, phone number, financial and contractual data relating to the issue on which we are instructed which may include special category data relevant to the issues, any other data they provide
- **Our clients' clients/customers:** their contact data - name, email address, trading name, business and/or home address, location, country, mobile and landline phone numbers, IP addresses and other on line identifiers, date of birth/age, gender, nationality, marital status, financial data (bank accounts, income, assets and liabilities and credit checks), contractual data relating to the issues on which we are instructed which may include special category data relevant to the issues, any other data they provide
- **Suppliers, other third parties and their staff:** their contact data or the contact data of their representatives/contact persons - name, email address, IP addresses and other online identifiers, date of birth/age, gender, nationality, marital status, company or business name, company or business address, country, phone number, data relating to the issue on which we are instructed which may include special category data relevant to the issues, financial data (e.g. bank account details for making payments), any other data they provide
- **Court service:** contact data of their representatives/contact persons - name, email address, IP addresses and other online identifiers, company name, company address, country, phone number, date of birth/age, gender, nationality, marital status, any data they provide
- **Regulatory and other authorities:** contact data of their representatives/contact persons - name, email address, IP addresses and other online identifiers, company name, company address, country, phone number, date of birth/age, gender, nationality, marital status, any data they provide

6 The recipients if any

The data may be shared with:

- Suppliers assisting us with the administration of the company, marketing or the provision of our services (e.g. agents, counsel)
- The courts service
- Regulatory and other authorities

7 Intention to transfer to a third country

Data may be transferred to a third country where providing legal services to our clients requires this. Any transfers will be made in accordance with the Data Protection Act 2018 and the UK GDPR.

8 Period for which data stored

Data will be stored in accordance with our Data Retention Policy and Data Retention Schedule

9 Your data protection rights

Subject to a number of exceptions and exemptions, under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at data@lovetts.co.uk, 01483 457500 and or Bramley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR if you wish to make a request.

10 How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using our contact details given above

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Lovetts Ltd

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Data subjects who are in the European Union can also complain to a supervisory authority in the Union. There is no lead supervisory authority, so each supervisory authority is equally competent. We suggest you contact the supervisory authority for the state you are located in. You can find details of the supervisory authorities on the [European Data Protection Board website](#)