

## PRIVACY NOTICE

This Notice relates to the processing of Personal Data by Messrs Brazenall & Orr, Solicitors, 104 Irish Street, Dumfries, DG1 2PB. Tel: 01387 255695. Email: [info@brazenallandorr.co.uk](mailto:info@brazenallandorr.co.uk)

We may process personal data provided to us by clients for the purpose of providing the individual client with legal advice, legal services and ancillary matters. These ancillary matters may include obligations imposed upon us as solicitors by the Law of Scotland. The processing will allow us to fulfil our interests and obligations as solicitors.

Client's personal data may be processed by our members of staff. It may also be shared with third parties in accordance with client instructions. It will not be shared with third parties out with the United Kingdom (with the exception of cloud based storage facilities) without the client's permission.

We shall retain personal data for periods in line with the recommendations of the Law Society of Scotland in connection with the type of business undertaken for the client, or for such longer period as may be required to comply with the Law of Scotland.

The personal data of a client will not be subject to any automated decision making or profiling.

A client has the right to request access to personal data held in relation to them. They have the right to request rectification of, erasure of, restriction of processing of, or to object to the processing of, their personal data. If a client wishes to make a request it should, in the first instance, be directed to Andrew Maxwell at the above address. If a client is dissatisfied with the way any such request is dealt with they have the right to lodge a complaint with the Information Commissioners Office.