



Privacy Notice

Allerton & Gladstone Solicitors (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This notice explains how we collect and use personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

1. Who we are (Data Controller)

Allerton & Gladstone Solicitors – SRA Number 805323
Address - 2 Phoenix Business Park, Avenue Close, Birmingham, B7 4NU
Email - info@allertongladstone.com
Phone - 0121 630 2640

We are the **data controller** responsible for your personal data.

2. The personal data we collect

We may collect and process the following categories of personal data:

- Identity data (name, title, date of birth)
 - Contact data (address, email address, telephone number)
 - Matter-related information (including correspondence and documents relevant to legal services)
 - Financial data (bank details, billing information)
 - Identification and verification data (e.g. passport, driving licence for anti-money laundering checks)
 - Technical data (IP address, browser type – via website use)
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3. How we collect your data

We collect personal data from:

- You directly
 - Our clients
 - Third parties such as courts, regulators, counterparties, and professional advisers
 - Publicly available sources
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4. How we use your personal data (legal basis)

We process personal data on the following lawful bases:

- Performance of a contract – to provide legal services
 - Legal obligation – to comply with regulatory requirements (including anti-money laundering obligations)
 - Legitimate interests – to manage our business and legal matters
 - Consent – where required (e.g. certain marketing communications)
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5. Purposes of processing

We use personal data to:

- Provide legal advice and representation
- Manage client relationships

- Comply with legal and regulatory obligations
 - Maintain records and accounts
 - Operate and improve our website
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6. Data sharing

We may share personal data with:

- Courts, tribunals, and regulatory bodies
- Other professional advisers (e.g. counsel, experts)
- Service providers (e.g. IT, case management systems)
- Law enforcement or government authorities where required

We ensure appropriate safeguards are in place where third parties process personal data on our behalf.

7. International transfers

We do not generally transfer personal data outside the UK. Where this is necessary, we ensure appropriate safeguards are in place in accordance with data protection law.

8. Data retention

We retain personal data only for as long as necessary. In general:

- Most legal matter files are retained for **6 years** after closure
- Certain matters (e.g. wills, trusts, property) may be retained for up to **12 years or longer** where required
- Anti-money laundering records are retained in accordance with statutory requirements

After this period, data is securely deleted or anonymised.

9. Your rights

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure of your data (in certain circumstances)
- Request restriction of processing
- Object to processing
- Request transfer of your data

These rights are not absolute and may be subject to legal or regulatory obligations.

10. Complaints

If you are unhappy with how we handle your data, you have the right to complain to the Information Commissioner's Office:

Website: <https://www.ico.org.uk>

We would, however, appreciate the opportunity to address your concerns first.

11. Website data (cookies)

Our website may collect limited technical data such as IP address and browsing behaviour. For more information, please see our separate **Cookies Policy**.

12. Updates to this notice

We may update this privacy notice from time to time. The latest version will always be available on our website.