

HINE SOLICITORS PRIVACY POLICY

This policy will explain how and why Hine Solicitors uses personal information from clients and other members of the public. Any references to “we”, “our” or “us” in this policy are referring to Hine Solicitors.

Through your use of this website we may collect information from you, when you request information from us or engage with our legal services, or as a result of your relationship with one or more of our solicitors and or barristers or otherwise in the course of our business.

Where we refer to “your information” in this policy, are references to personal information that you provide to us or which we otherwise gather in the course of operating our business.

INFORMATION WE COLLECT AND HOLD ABOUT YOU

Clients

We will collect personal information about you when you contact us about providing legal services to you (for example, your name, address, email contact details, telephone number). Additionally, in order to comply with our regulatory requirements we may require further information before we provide legal advice to you.

We may also collect information about you and/or any other individuals you tell us about to continue to provide our legal advice services to you. We will provide you with a separate Privacy Notice where you do become a client of Hine Solicitors which further explains the information we collect and hold about you as a client.

When you become our client, or during conversations with us to become a client, we may also add your personal data to our marketing database to send you information about relevant business information, events and services. We will always give you the opportunity to opt-out of this marketing.

Marketing

Where you are not a client of Hine Solicitors and you are a consumer (i.e. you are not representing a business or organisation), we will only send you marketing communications by email or other electronic means with your consent. If you consent to receive email marketing from us, we will add your personal information (your name and email contact details) to our marketing database.

You can opt out of marketing communications by contacting us at enquiries@hinesolicitors.com at any time to opt out, change your contact details or to update your communication preferences.

Visitors to our website

We will collect personal information that you voluntarily provide to us if you fill in a form on our website or apply for a vacancy through the website. This information may include your contact details including name, address, email, telephone number and where you provide it, some categories of personal data for example, ethnic origin and religious beliefs.

We may also collect information about how you use our website and we refer you to our Cookies Policy which has information about how we use cookies on our website.

People who contact us via LinkedIn

Where you contact us by sending us a private or direct message via LinkedIn, we may share this information with our staff (e.g. to respond or pass on information). We will not share messages with any other organisation without your prior consent.

Queries and complaints

If you send a query or complaint to us, we will use the personal information you provide to us (e.g., your name and the name(s) of any other individuals involved) to process your query or complaint and respond to you. Where necessary or appropriate, we will share this information with third parties such as our regulator, the Solicitor’s Regulation Authority.

HOW AND WHY WE USE YOUR INFORMATION

Under data protection law, we can only use your personal data if we have a proper reason for doing so, e.g.:

- to comply with our legal and regulatory obligations;
- for the performance of our contract with you or to take steps at your request before entering into a contract;
- for our legitimate interests or those of a third party; or
- where you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

WHO WE SHARE YOUR INFORMATION WITH

We will not disclose any information you provide to any third parties other than:

- where you have given us consent to share the information;
- third parties relevant to the legal and other services that we provide. This may include, but is not limited to, counterparties to transactions or litigation (including law firms acting for other parties), other professional service providers, regulators, law enforcement agencies, governmental institutions, tribunals and courts;
- third party agents/suppliers or contractors, in connection with the processing of your personal information for the purposes described in this policy. This may include, but is not limited to, IT and communications service providers. It may also include disclosures to our own advisers such as auditors and accountants and any external legal advisors which we may instruct from time to time;
- if we are under a legal or regulatory duty to disclose or share your personal information;
- should you apply for a position with us, we may disclose your personal information for the purposes of seeking references and confirmation of the details which you have provided.

INTERNAL TRANSFERS

We do not transfer the information you give us to countries outside the EEA, except where the international transfer is necessary in connection with the legal services we are providing to you. These transfers are subject to special rules under European and UK data protection law.

These non-EEA countries do not have the same data protection laws as the United Kingdom and EEA. We will, however, ensure the transfer complies with data protection law and all personal data will be secure. If you would like further information, please contact us

If you are outside the EEA, your information may be transferred outside the EEA to provide you with our services. By submitting your personal information to us in this way you agree to the transfer and processing of your information outside the EEA.

RETENTION OF PERSONAL INFORMATION AND SECURITY

Your personal information will be retained for as long as required:

- for the purposes for which the personal information was collected;
- to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations; and/or
- as required by data protection laws and any other applicable laws or regulatory requirements.

We will ensure that the personal information that we hold is subject to appropriate security measures.

YOUR RIGHTS

Under certain circumstances you have the following rights in respect of the personal information about you that we process:

- the right to access and port personal information;
- the right to rectify personal information;
- the right to restrict the use of personal information;
- the right to request that personal information is erased;
- the right to object to processing of personal information; and
- The right to ask us to transfer your personal information to another person or organisation.

If you have given your consent to us processing your personal information (for example, consent to receive information about our services and events), you have the right to withdraw your consent at any time. To withdraw your consent, please contact enquiries@hinesolicitors.com.

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information and, subject to our retention policy, we will dispose of your data securely.

CHANGES TO THIS POLICY

We may change this policy from time to time by updating this page. You should check this policy from time to time to ensure you are happy with any changes.

HOW TO CONTACT US

Please contact us by post, email or telephone if you have any questions about this privacy policy or the information we hold about you. Our contact details are shown below:

Mr Hine, Managing Partner
51 Amersham Rd, Beaconsfield HP9 2HB
enquiries@hinesolicitors.com
01494 685588

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.