

Dolmans Privacy Notice – For Third Party Solicitors

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INTRODUCTION

In the course of defending non-litigated and litigated claims on behalf of our Clients, Dolmans Solicitors will collect, process and share the personal data and special categories of personal data (“Data”) belonging to your Clients.

It is your responsibility to ensure your Clients are made aware of how Dolmans Solicitors will obtain and use their Data and to obtain the necessary consents or contractual agreements for their Data to be processed by Dolmans in the ways set out in this notice.

Dolmans Solicitors respects the privacy of your Client’s data and is committed to protecting it.

It is important that the personal data we hold about your Clients is accurate and current. Please keep us informed if their personal data changes during the course of the claim.

1. IMPORTANT INFORMATION

Dolmans Solicitors has appointed a data protection lead (DPL) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, please contact the data protection lead using the details set out below.

Our full details are: Dolmans Solicitors

Name or title of DPL: Paul Veysey

Email address: paulv@dolmans.co.uk

Postal address: Dolmans Solicitors, One Kingsway, Cardiff, CF10 3DS

Telephone number: 02920 345531

2. THE DATA WE COLLECT YOUR CLIENT

In the course of providing defendant litigation services, Dolmans will receive Data from Defendant Litigation Clients and / or their claims handlers / insurers as follows;

- Personal details including name and contact information.
- Date of birth.
- Gender.
- Marital status.
- Government identification numbers.
- Education and training details.
- Bank account details and payroll information.
- Wage and benefit information.
- Performance information.
- Employment details.
- Claim details.
- Surveillance data.
- Social media data.
- Criminal convictions data.

The instructions may also include special categories of personal data, including data relating to a Claimant's:

- racial or ethnic origin;
- political opinions;

- religious or philosophical beliefs;
- trade-union membership;
- genetics, social care, biometrics or health; and
- sex life or sexual orientation.

3. THE SOURCES OF THE DATA;

The Data gathered concerning your Client will typically come from the following sources;

- Defendant Litigation Clients, their claims handlers, other lawyers or insurers.
- Claimant's solicitors (you)
- Claimant's GP or treating hospital – where the Claimant provides explicit consent.
- Claimant's employer – where the Claimant provides explicit consent.
- Medical or other experts instructed either on behalf of the Claimant or a Defendant Litigation Client
- Third party investigators or surveillance providers.

4. THE THIRD PARTIES WE MAY SHARE THE DATA WITH

Dolmans Solicitors may disclose Data in respect of your Clients to the following categories of recipients:

- Barristers, their Chambers and Clerks
- Medical or other experts
- Third Party Solicitors
- Costs professionals.
- The Courts, tribunals or other official government agency (the DWP for example).
- Auditors and professional advisors, such as lawyers and consultants.

- Local government and law enforcement officials.
- Third party investigators or surveillance providers.
- Third-party service providers, such as providers of:
 - IT system management;
 - Secure destruction companies.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

We will not authorise third-party service providers to use Data for their own purposes and only permit them to process Data for specified purposes and in accordance with our instructions.

5. THE LAWFUL BASIS FOR PROCESSING THE DATA

Dolmans Solicitors processes Data on behalf of Defendant Litigation Clients of the practice for the following purpose(s):

- For the provision of contractual legal services.
- In the case of local authority clients – pursuant to the public task requirements.
- Legal obligation – CPR disclosure and / or Court Orders

For special category data, Dolmans relies upon the following conditions;

- It is necessary for the establishment, exercise or defence of legal claims.

Dolmans makes limited personal data transfers subject to the second subparagraph of Article 49(1) which are necessary for the Data Controller's compelling legitimate interests or, the context of local authority clients, pursuant to their public task provisions.

6. TECHNICAL AND ORGANISATIONAL SECURITY MEASURES

Dolmans Solicitors has implemented the following technical and organisational security measures to protect Data:

- Encryption of personal data.
- Access control and user authentication.

- Employee training on information security and GDPR.
- Written information security policies and procedures.
- Cyber Essentials Plus.
- GDPR compliant third party companies who have access to data.
- GDPR policies and procedures are in place.

We have put in place appropriate security measures to prevent Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to Data to those employees, agents, contractors and other third parties who have a business need to know. They will only process Data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected Data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. MARKETING / CONTACTING YOUR CLIENT

We will not use Data you provide to us for marketing purposes or to contact your Client (unless you authorise us to do so).

8. INTERNATIONAL TRANSFERS

We do not transfer Data outside the European Economic Area (**EEA**). If we have cause to do so, we will raise this with you beforehand.

9. DATA RETENTION

We will only retain Data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, reporting or regulatory requirements.

To determine the appropriate retention period for Data, we will consider the amount, nature, and sensitivity of the Data, the potential risk of harm from unauthorised use or disclosure of Data, the purposes for which we process Data and whether we can achieve those purposes through other means, as well as the applicable legal requirements.