



PRIVACY NOTICE

This Privacy Notice explains how we collect, use and store your personal data and why this is necessary for the conduct of your transaction.

What is personal data ?

This relates to any information we collect from you which will specifically identify you personally. It can take the form of contact details or personal information such as bank accounts, mortgage information etc. The processing of personal data is governed by the General Data Protection Regulations (GDPR) which comes into effect on 25 May 2018.

Who decides what personal data is required ?

The data controllers are the Partners of Lyons and Company LLP ("the Company"), whose contact details can be seen below. The Partners will decide how your personal data is processed by the Company by assessing the legal basis for the collection of your personal data, the necessity to share your personal data with relevant authorities, the time it must be held and how it will be disposed of.

Why do we collect your personal data ?

The Company will comply with its obligations to GDPR by ensuring that all personal data collected is obtained lawfully, fairly and in a transparent manner. We will obtain only the data required to comply with regulations to which the Company must comply, to protect our clients and the Company from the threat of property and financial fraud, for the efficient progression of your legal transaction and hold this for the period set out to comply with legal requirements for the retention of historic files.

How will we process your personal data ?

The Company will keep your personal data up to date, will not collect or retain excessive amounts of personal data, will protect your personal data from loss, misuse, unauthorised access and disclosure by ensuring that the Company's procedures, policies and technical measures are in place and adhered to. Your consent to obtain and retain your personal data will be required when you initially instruct the Company, without it the Company will be unable to act on your behalf.

How do we use your personal data ?

The Company uses your personal data as follows :-

- Personal data is collected in paper and electronic form
- In order to act as your legal representative in accordance with your instructions to The Company
- Personal data will be obtained when providing an estimate of costs, at initial meetings and during the transaction
- Personal data may be collected from you personally or from relevant authorities such as HM Land Registry, mortgage lenders, banks, financial institutions, agents, etc
- In order to comply with The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, General Data Protection Regulations 2018
- In order to protect our clients and the Company from property and financial fraud
- In order to ensure the transaction proceeds in the most efficient, compliant and legal way
- In order to communicate with the necessary outside agencies ie parties to the transaction, government authorities, financial institutions

Will your personal data be shared ?

Your personal data will be treated as strictly confidential and will only be shared with the relevant authorities required to progress your legal transaction. Your personal data will not be shared for the purposes of marketing.

How long will your personal data be held ?

The Company will hold personal data in accordance with the legal requirements for the retention of legal transaction files as follows :

Sale	-	6 years from the date of completion
Purchase, Remortgage, Transfers of Equity	-	15 years from the date of completion
Wills, Probate, Powers of Attorney	-	for lifetime of the testator, the beneficiary or the donor (respectively)

Your rights in relation to your personal data ?

Unless subject to an exemption in relation to GDPR, the following rights will apply to your personal data:-

- The right to request a copy of your personal data held by the Company
- The right to request a correction to your personal data held by the Company
- The right to request your personal data is removed when it is no longer necessary to hold the personal data, providing that this does not conflict with the regulatory times for retention of files as noted above
- The right to withdraw your consent to the processing of your personal data at any time
- The right to request the Company provides a copy of your personal data to a third party. This must occur within one month of the request.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of your personal data (*only applies where processing is based on legitimate interests, direct marketing and processing for the purposes of scientific/historical research and statistics*)
- The right to lodge a complaint with the Information Commissioners Office

Further processing

If the Company wishes to use your personal data for a new purpose, not covered by this Privacy Notice, then the Company will update this Notice explaining the new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where possible the Company will seek your prior consent to the new processing.

Contact Information

To exercise rights, raise an enquiry or make a complaint, in the first instance please contact: The Partners Lyons and Company LLP 6 Anchor Crescent Knaphill Woking Surrey GU21 2PD Tel: 01483 485700 Email: clare@lyonsandcompany.co.uk	Alternatively you can contact: The Information Commissioners Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Tel: 0303 123 1113 Email: https://ico.org.uk/global/contact-us/email/
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