

**Privacy Notice for
Clients of
John J. McNally & Co Ltd**

We want you to know that when you use our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

Data Controller

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is 2 Moneymore Rd, Magherafelt BT45 6AD, our registration number is Z3349077 and our Data Protection Lead (DPL) is Joanne Monaghan. Our Data Protection Lead can be contacted at the above address.

Data Collection

All of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

Our Lawful Basis for processing your information

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases identified in the GDPR are:

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a contract
- Compliance with a legal obligation
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes, or to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

Our Lawful Basis is Legitimate Interest and our Legitimate Interest is your status as a client of the practice.

We use your information to:

- Investigate, address and advance legal matters relating to your use of our services.
- Process or support payments for services
- Maintain the safety, security and integrity of our services.
- Direct your enquiries to the appropriate customer support staff.
- Make statutory returns as required by law.

We do not use automated decision-making in the processing of your personal data.

We collect and process both personal data and special categories of personal data as defined in the GDPR. This may include ;

Customer/client data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Registered GP;
- National Insurance Number
- Medical records
- Criminal record

We may share your personal data with:

- Barristers and Expert Witnesses instructed by our office to advance legal matters and proceedings on your behalf.
- Court Service representatives
- Other Legal representatives
- Our Company Accountants.
- Our Company IT providers
- Our professional indemnity insurers and legal advisors in the event of a dispute or other legal matter.
- Our professional governing body, The Law Society of Northern Ireland.
- Law enforcement officials, government authorities, or other 3rd parties to meet our legal obligations.
- In connection with, or during negotiation of, any merger, sale of company {assets, consolidation or restructuring, refinancing, or acquisition of some or all of our business by another company}.

- Any other party where we ask you and you consent to the sharing.

Transfers to third countries and international organisations

We do not transfer any personal data to third countries or international organisations.

We retain your personal data while you remain a client of our practice, unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are legally required to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

Website Privacy, Cookies & Tracking

When you visit www.johnjmcnally.co.uk we use a third-party service, such as Google Analytics and Statcounter.com, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google or others to make or attempt to find out the identities of those visiting our website. Noticing.me share access to this data.

This data is assisted by cookies. You can read more on cookies here <http://www.johnjmcnally.co.uk/cookies/>

Your Rights

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website [http://ico.org.uk/for the public/personal information](http://ico.org.uk/for-the-public/personal-information) and this is the organisation that you can complain to if you are unhappy with how we deal with you.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting us at 2 Moneymore Rd, Magherafelt BT45 6AD.

We will occasionally update our Privacy Notice.

When this occurs we will publish the updated Notice on our website.

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