



Privacy Notice

Contact

Name: Ai Law Group Limited

Address: 8 Water Street, Liverpool, L2 8TD

Phone number: 0151 294 4722

Email: info@ai-law.co.uk

This privacy policy sets out how Ai Law Group Limited uses and protects any information that you give.

We adhere to the principles of the data protection legislation as set out in the Data Protection Act 2018 and EU General Data Protection Regulation (GDPR). Our Data Protection Register number is ZA798142.

Information you provide to us

Your privacy is important to us. We are committed to keeping the privacy and security of any personal information that we receive from you. By providing personal information such as your name and e-mail address via the forms on this website, you agree to us contacting you with regard to the information you request.

What type of information we have

We currently collect and process the following information:

- Personal information such as your name and contact details; date of birth, national insurance number; bank details.
- Personal and sensitive information which would relate to your case.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide a legal service to you

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting our Data Protection Officer whose details are First Floor, 8 Water Street, Liverpool L2 8TD, phone number 015 294 4722 and email address is info@ai-law.co.uk.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

Using your personal information

Personal information, which you supply to us, may be used in a number of ways, for example:

- Provision of our legal services;
- For quality control and audit inspection including legal and regulatory compliance;
- For human resources if you are an employee or prospective;
- From time to time, we may also use your information to contact you for marketing purposes.

Our work for you may require us to provide information to third parties such as expert witnesses and other professional advisers. Any third party to whom we disclose information about you will be under an obligation to keep your information secure and not to use it for any purposes other than for which it was disclosed.

We may also be under a duty to disclose your personal data as part of our legal or regulatory obligations. We may need to disclose data to third parties in order to comply with those requirements or to prevent fraud or money laundering.

Under no circumstances will your personal information be sold or used by any other organisation.

How we store your information

Your information is securely stored at our office on our electronic case management system (which is backed up off-site) and/or on paper files.

We generally keep your files until destruction date. We will then dispose of any papers file securely using a secure disposal system.

Personal information will be stored electronically permanently unless otherwise stated or agreed.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect and process.

Your rights

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing – You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Under the DPA 2018, you may ask us to provide you with the details of any personal information that we hold about you. Such request should be sent to our Data Protection Officer whose details are above. We will not charge any fee and we will respond within one calendar month. If we refuse a request, we will explain why and set out your rights to complain.

If you believe that any information we hold about you is incorrect or incomplete or you have any comments, queries or requests relating to the use of your personal information, please contact our Data Protection officer. Any information which is found to be incorrect will be promptly corrected.

Changes

We will post any material changes that we may make to our Privacy Policy in the future on this page and, where appropriate, we will notify you of the change by email.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Contact

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact: The Data Protection Officer on 0151 294 4722 or info@ai-law.co.uk or by post Ai Law, 8 Water Street, Liverpool L2 8TD.