

Mark J Rees LLP - Privacy Notice

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

Mark J Rees LLP

Granville Hall, 11 Granville Road
Leicester
LE1 7RU
United Kingdom
+ 441162549018
Telephone: +441162549018

Company Email: datacontroller@markjrees.co.uk

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, or additionally, our services. If you use our services you are required to register and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so.

From our **Customers / Clients** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Archiving	we have a contract with the data subject	7 years
Communications, marketing and intelligence	we have the data subject's consent	2 years
Debt management	we have a contract with the data subject	Until contract completed
Identity verification	we have to comply with a legal obligation	Until tax or other retention period expires
Industry specific regulation, standards and intelligence	we have to comply with a legal obligation	7 years
Legal and regulatory compliance	we have to comply with a legal obligation	7 years
Sales and Distribution of Products and Services	we have a contract with the data subject	Until contract completed
Service delivery	we have a contract with the data subject	Until contract completed
Administrative enquiries	we have a contract with the data subject	7 years
Wealth Management Services	it's in our legitimate interest (Legal and regulatory compliance)	Product lifetime

From our **Service Providers** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Administrative enquiries	it's in our legitimate interest (Information, system, network and cyber security)	Until contract completed
Site management and security	it's in our legitimate interest (Information, system, network and cyber security)	Until contract completed

From our **Site Visitors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Administrative enquiries	it's in our legitimate interest (Information, system, network and cyber security)	Until service completed
Site management and security	it's in our legitimate interest (Information, system, network and cyber security)	Until service completed

From our **Suppliers** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Administrative enquiries	it's in our legitimate interest (Information, system, network and cyber security)	Until contract completed
Site management and security	it's in our legitimate interest (Information, system, network and cyber security)	Until contract completed

From our **Consultants** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Processing purpose	Legal basis	Retention period
Administrative enquiries	we have a contract with the data subject	Until contract completed
Supplier Management	we have a contract with the data subject	Until contract completed

What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfill the requirements of a contractual or service relationship, which may exist between you and our organisation.

We collect:

- Banking Details
- Confidential Correspondence
- Email, Social Networks
- Employment History
- Family
- Financial Details
- Identification Number

- Location Information
- Name
- Online Identifiers
- Telephone contact details
- Visual Images

We collect sensitive personal data and do so under the following legal basis:

- Health
 - 9(2)(a) - Explicit consent of the data subject

Who might we share your personal data with?

To maintain and improve our services, your personal data may need to be shared with or disclosed to service providers, other Controllers or, in some cases, public authorities. We may be mandated to disclose your personal data in response to requests from a court, police services or other regulatory bodies. Where feasible, we will consult with you prior to making such disclosure and, in order to protect your privacy, we will ensure that we will disclose only the minimum amount of your information necessary for the required purpose.

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' task or where you first give us your prior consent. It is likely that we will need to share your data with our agents, contractors, suppliers and other third party advisors. For example, your mortgage broker may request personal information in respect of your mortgage application.

We may use your personal data to perform money laundering checks, and ID checks utilising the services of a Credit Reference Agency. Our supplier for these services is TransUnion. For further details about TransUnion and the information it holds please see their privacy notice <https://www.callcredit.co.uk/legal-information/bureau-privacy-notice>

Any personal data transferred to countries or territories outside the European Union will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

How do we look after personal data

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

If you would like to make a request to see what personal data of yours we might hold, you may make a request from our company website or contact us directly

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below

Information Commissioner's Office

Water Lane, Wycliffe House

Wilmslow - Cheshire SK9 5AF

international.team@ico.org.uk

+44 1625 545 745

www.ico.org.uk