

DATA SUBJECTS RIGHTS POLICY

We have processes in place to ensure that we can facilitate a request made by an individual to exercise their rights under data protection law. Staff can identify such a request and know who to send it to. All requests will be considered without undue delay and within one month of receipt as far as possible.

Subject access: the right to request information about how personal data is being processed, including whether personal data is being processed and the right to be allowed access to that data and to be provided with a copy of that data along with the right to obtain the following information:

- the purpose of the processing
- the categories of personal data
- the recipients or categories of recipient to whom data has been disclosed or which will be disclosed
- where possible the envisaged period for which the personal data will be stored, or if not possible, the criteria used to determine that period
- the right to lodge a complaint with the Information Commissioner's Office
- the source of the information if not collected direct from the subject
- the existence of any automated decision making

Rectification: the right to allow a data subject to rectify inaccurate personal data concerning them without undue delay.

Erasure: the right to have data erased and to have confirmation of erasure, but only where one of the following applies:

- the data is no longer necessary in relation to the purpose for which it was collected, or
- where consent on which the processing is based is withdrawn, or
- where there is no legal basis for the processing, or
- there is a legal obligation to delete data

Restriction of processing: the right to ask for certain processing to be restricted where one of the following applies:

- if the accuracy of the personal data is being contested by the data subject, or
- if our processing is unlawful but the data subject does not want it erased, or
- if the data is no longer needed for the purpose of the processing but it is required by the data subject for the establishment, exercise or defence of legal claims, or
- if the data subject has objected to the processing, pending verification of whether the legitimate grounds of the data controller override those of the data subject.

Data portability: the right to receive a copy of personal data which has been provided by the data subject and which is processed by automated means in a format which will allow the individual to transfer the data to another data controller. This would only apply if we were processing the data using consent or on the basis of a contract and the processing is carried out by automated means.

Object to processing: the right to object to the processing of personal data relying on the legitimate interests processing condition unless we can demonstrate compelling legitimate grounds for the processing which override the interests of the data subject or for the establishment, exercise or defence of legal claims.

Responsibility for the processing of personal data

If you have any concerns or wish to exercise any of your rights under the GDPR, then you can contact the Data Protection Administrator as follows:

Name: Rachel Rodgers
Address Linda George Family Law, 2 Caird Park, Hamilton ML3 0EU
Email rrodgers@lgfamilylaw.co.uk
Telephone 01698 459200

Concerns or Complaints

You also have the right to contact the Information Commissioner's Office directly on:

Online: <https://ico.org.uk/concerns/handling/>

Phone: 0303 123 1115

Post: Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL

Monitoring and review

This policy was last updated on 25 May 2018 and shall be regularly monitored and reviewed, at least every two years.