Worldwide Solicitors LTD **Privacy Notice to Clients**

**Name:** Worldwide Solicitors Ltd

**Address:** Aztec House A2, 461 High Road Ilford, Essex IG1 1TX

**Email:** info@worldwidesolicitors.com

**Phone:** 0208 478 9826

**Business:** Law Firm

**Who are we?**

We are one of the country’s fastest growing firm of solicitors, established in 2013 to offer specialist legal advice to individuals and business based both in and outside of the UK. A leading niche practice with specialisms in the Immigration, Nationality, Human Rights, Family Law and RTA Personal Injury sectors, we provide a fast, friendly, reliable, honest, affordable, and professional services to our clients. Worldwide Solicitors are authorised and regulated by the Solicitors Regulations Authority, SRA Number 628884.

**How will we use the information about you?**

Here at Worldwide Solicitors, we take your privacy seriously and will use your personal information in a number of ways which will help us.

1. To find the most suitable method to support and further your case.

2. For fraud prevention – as required by legislation.

3. For regulatory audit and statistical analysis – providing us with financial information regarding our business activities.

We may share your information with and obtain information about you from insurance companies or fraud prevention agencies. Information you provided may be put onto a register of claims and shared with other third parties to prevent fraudulent claims.

We will not disclose your information to any company outside of Worldwide Solicitors except to help prevent fraud or if required by law to do so.

For further information on how your information is used, how we maintain the security of your information and your rights to access, change or delete information we hold about you, please contact the firm through our email - info@worldwidesolicitors.com or by phone - 0208 478 9826.

**Additional Marketing**

When we work on a case, we will make contact with you at the relevant review point. In addition, from time to time, we would like to contact you to make you are updated to the status of your case. If you consent to us contacting you for this purpose, please tick to say how you would like us to contact you.

☐ Post ☐ Email ☐ Phone ☐ Text ☐ Automated Call

**Your Personal Data:**

**What we need**

Worldwide Solicitorswill be what is known as the ‘Controller’ and the ‘Processer’ of the personal data you provide to us. We collect personal data about you which may also include any special types of information or location-based information.

**We also gather**

For cases: Name, address, email, dependents, financial information/status of all applicants and medical information/history of all applicants.

**Why we need it**

We need to know your basic personal data in order to provide you with an accurate recommendation for your personal circumstances. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

**What we do with it**

All the personal data we use is controlled by Worldwide Solicitors. No third parties will have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website – http://worldwidesolicitors.com/about/

Your data is stored electronically on our cloud encrypted server. Our server is based in the UK.

**How long we keep it**

If we handle a case on your behalf, we are required under legislation to keep your basic personal data, such as name, address, contact details and financial information for a minimum of 5 years after which time it will be destroyed. The information used for marketing will be kept with us until you notify us that you no longer wish to receive this information.

**What are your rights?**

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact our firm to have the matter investigated.

Where relevant, you have the right to withdraw consent at any time and this means that we cannot process your data provided without your consent.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner’s Office (ICO).

**Your consent to use your personal information**

We will share your details with relevant authorities, insurance companies and/or our sourcing systems providers, so that they can process your information, allowing Worldwide Solicitorsto offer suitable and sustainable products that they provide. If you consent to us passing your details for these purposes, please sign below to confirm.

**Signed:**

**Print Name:**

**Date:**