

Privacy Notice – Suppliers and Contacts

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Who are we?

For the purposes of the General Data Protection Regulations, Sharmans is a data controller and data processor.

The information we will collect from you

We will only collect your basic contact details such as your name, address, telephone numbers and email addresses.

How will we use your information?

This data will be stored on our case management system or internal intranet and we will contact you for the purposes of providing you with legal updates or to enable us to contact you if we are in need of your expert opinion, advice or services.

Who do we share this information with?

If during the course of our contact we have to transfer your personal data outside of the EEA (for example if you were working abroad for a period of time) we will take extra steps to ensure that your data is given the fullest of protection at the time that it is sent.

If you have agreed to receive marketing information from us we will use a programme called MailChimp. This company is based in America but we would like to reassure you that your data will be afforded the same level of security as if it were held in the UK, under a scheme known as the Privacy Shield.

How long will your information be kept?

Your information will be stored on our database for an indefinite period however you can ask for this to be removed at any stage.

If you have agreed to receive our marketing then that data will also be held on our file indefinitely. However you can at any time ask to be removed from the list by pressing the unsubscribe button on our emails.

What rights do you have?

You have a series of rights under the GDPR, these are:

- Right of access and rectification
- Right to erasure or “right to be forgotten”
- Right to restriction
- Right to data portability

If you require any further information about any of these rights, click on this [link](#) to be taken to the website of the Information Commissioners Office.

Complaints

If you have any complaints with regard to your data security then please contact our Data Protection Supervisor, Philip Elliott. He is a partner in the firm and can be contacted at Philip.elliott@sharmanlaw.co.uk or on 01234 220140. If, however, you believe your complaint remains unresolved then you can contact the Information Commissioners Office, whose details are available at www.ico.org.uk