

DATA PROTECTION AND PRIVACY NOTICE

1. Who we are:

We are O'Donovan Baker Solicitors of 15 South Mall, Cork. You can contact us at this address by post or by email at info@odbsolicitors.ie .

2. Why we process your data, the lawful basis for processing your data and who we share it with

A. For people who view and interact with our website, we process data:

- to respond to your query when sent through our 'contact us' form

The legal basis for this processing is our legitimate interest in the administration and operation of our legal services.

We will retain this data for the duration of the query, should the query become a file; the details will be held as per mandatory data storage requirements.

B. For our potential clients, we process data:

- in order to market the services of our firm
- to provide you with legal updates

The legal basis for the processing of this data is processing necessary for the purpose of the legitimate interests of our firm in promoting our services. We never send firm newsletters or marketing communications to clients.

We will retain this data for the mandatory retention period (generally 6-12years).

C. For solicitors and barristers that we liaise with on client matters, we process data:

- In order to liaise with you about our client matters

The legal basis for the processing of this data is processing necessary for the purposes of the legitimate interests pursued by our firm in representing our clients.

We share the information you provide with our practice management system in order to store your contact information with our client file. We may also send you emails through our email service provider.

We will retain this data for the mandatory retention period (generally 6-12years).

D. For job applicants to the firm, we process data:

- to recruit new employees
- to ascertain your suitability for a specific role

The legal basis for this processing is processing necessary for the purpose of the legitimate interests of our firm in recruiting new staff. Please see the privacy notice in the job advertisement for further information about how we process applicant data.

We share the information you provide in your application with our contracted recruiter in order to make a shortlist of candidates. This recruiter is not permitted to use this data other than on our behalf. We may also send you emails about your application through our email service provider.

We will retain this data for until a suitable candidate has been sourced.

3. Information received from our clients and third parties and the source of that data

For other parties (including customers or former customers of our clients) that we liaise or negotiate with, initiate, progress or defend litigation against or otherwise deal with on client matters in the course of any transaction or matter you are on the other side of, we process data, whether obtained from you directly, our clients or from publicly available sources (e.g. Land Registry or Companies Registration Office):

- In order to liaise with you about our client matters,
- In order to liaise with our client in relation to information you have furnished to us
- In order to best advise our client and progress their best interests in the subject case or matter

The legal basis for the processing of this data is processing necessary for the purposes of the legitimate interests pursued by our firm in representing our clients.

We share the information you provide or provided to us by our client with our practice management system in order to store your contact information with our client file.

We will retain this data for the mandatory retention period (generally 6-12years).

4. Your rights relating to personal data

You have the following rights under the GDPR, in certain circumstances and **subject to certain exemptions**, in relation to your personal data:

- Right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data. Right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete;
- Right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten;
- Right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes,
- Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine-readable format.

In order to exercise any of the rights set out above, please contact us at the contact details at the start of this privacy notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

If you are unhappy with how we process personal data, we ask you to contact us so that we can rectify the situation.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission.

5. Requirement to process personal data

You may browse our website without providing us with any personal data and this will not affect your ability to view our website.

If you do not provide us with your information for the purposes described above, we cannot respond to your queries sent through our contact us form, liaise with you on client matters, or assess your suitability for a role within our firm.

6. Automated decision-making and profiling

We do not use any personal data for the purpose of automated decision-making or profiling.

O'DONOVAN BAKER SOLICITORS
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