

# Privacy Policy

## Purpose

This privacy policy sets out the standards that you can expect from Nicola J Tiernan Solicitor when we process personal information and data about you, to inform you how you can get access to a copy of your personal data, and advise you on what you can do if you think our standards are not being met.

## About personal data and the types we process

Personal data is information that relates to a living individual who can be identified from the data. It can be your name, address or telephone number. It can also include information about your gender, your financial circumstances, your cultural background or your social status.

We know how important it is to protect the privacy of our clients, especially when involved in court proceedings, and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

We only process personal data that is relevant to your matter; this can include your name, address, contact details, your economic circumstances, ethnicity, religious beliefs and the details of any other persons, including children, to whom the matter relates, or those who have an interest in your matter. In most circumstances, this information will be obtained directly from you or from forms you fill out in the legal process, but in some cases we will gather data from other sources (such as a Local Authority, a school, financial advisers and other joint or single experts appointed during your matter).

## When we ask you for personal data we:

- Promise to inform you why we need your personal data;
- Will only ask for the personal data we need and not collect information that is irrelevant or excessive;
- Will protect it and make sure no unauthorised person has access to it;
- May share it with other processors (courts, legal representatives, barristers etc) but only when necessary and permitted by law;
- Will make sure we don't keep it longer than necessary.

## You can:

- Request access to your personal data or ask that it be corrected;
- Object to our processing of your personal data or ask for the processing to be restricted;
- Lodge a complaint with the Information Commissioner.

## Who the information may be shared with

The information you provide us will typically be shared with the other parties involved in your matter, including their legal representation.

The information you give us will not usually be shared with anyone who is not a party to the case unless this is particularly ordered by the court. Where we are required to share personal data, we will comply with all aspects of the rules, including data protection laws. The majority of family proceedings are generally heard in private, meaning only those people directly involved in the case can be present in the courtroom. However, certain hearings can be attended by accredited media representations; there are safeguards in place to restrict what can be recorded in the media.

## Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. You can make a subject access request by emailing us on [office@nicolajtiernansolicitor.co.uk](mailto:office@nicolajtiernansolicitor.co.uk).

## Complaints

When we ask you for information, we will keep to the law. If you consider your information has been handled incorrectly by Nicola J Tiernan Solicitor you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Phone: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)