

Privacy Policy

Harland & Co collects necessary personal data about you (which includes but is not limited to name, address, email, phone number and may under certain circumstances include sensitive personal information) only if such details are required by us in the course of providing our services to you in the normal course of our business.

Why we need your data

We need to collect your personal data in order to provide you with our services in line with your customer relationship with this company. We need to collect relevant sensitive personal information about you and, where necessary, your family members but we will only collect that information if it is either legally required or relevant to the issue about which we are providing professional services. 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 your data

All the personal data we process is processed only by our staff in the UK. Third parties have access to your personal data only when they are engaged with us in providing relevant professional services.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep your data

We keep your personal data for a variety of data-retention periods. The data retention period varies depending on the nature of the information. For example, information concerning property deeds may be held forever, but some other information is kept for less time. Please refer to our data retention policy for more detail concerning data retention periods.

What we also need to do with your data

We also need to pass your data on to third parties but we will only do so to third parties who have a relevant professional relationship with us and the data passed on to them will be relevant to the issue about which we are advising you. For example, in conveyancing matters we may need to pass your details on to the other party's solicitors.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

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 <https://ico.org.uk/>

Your rights include:

- The right to be informed.
- The right of access to your data.
- The right to ask us to rectify erroneous data.
- The right to ask us to delete data, although we may be legally required to keep data so we may refuse this request.
- The right to restrict data processing.
- The right to data portability, which refers to the right to data being stored in a format that can be provided in a commonly available machine readable format rather than locked in to a proprietary format.
- The right to object.
- The right not to be subjected to automated decision-making including profiling.