



Residential Property | Leasehold Reform  
Commercial Property | Private Client



As a practice regulated by the Solicitors Regulation Authority, Adcocks has always taken seriously its responsibility for handling personal data and ensuring the information which we hold about you, is secure.

The new requirements under GDPR (the General Data Protection Regulation) have lent new focus on this important aspect of our work and, accordingly, we have **set out in detail** how we process and store personal data.

We also set out in full our revised privacy notice. If you have any queries, please contact us at: [ma@adcocks.com](mailto:ma@adcocks.com)

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## Privacy Notice

Under the General Data Protection Regulations (May 2018), Adcocks must state the lawful basis for processing personal data.

We rely upon the following reasons for processing personal data:

1. **Consent:** Oral or written consent will be obtained for processing data.
2. **Performance of a contract:** The data subject is party to a contract and it is necessary for the performance of that contract to process personal data.
3. **Compliance with a legal obligation:** Processing is necessary for the compliance with a legal obligation to which the controller is subject.
4. **Legitimate interests of the data controller:** Lawful justification for processing where the interests of the data subject, and their fundamental rights and freedoms are not overridden.

We may use your personal data for the purpose of client identity verification, the provision of any of our services, the administration of files and records and legal and regulatory compliance. Further details of the work you are instructing us to do will be set out in our client retainer letter, together with a copy of our terms of business. Information will be held in hard copy and electronic form.

Our work for you may require us to provide information to third parties such as expert witnesses and other professional advisers. Any third parties to whom we disclose information about you, will be under an obligation to keep your information secure and not to use it for any purpose other than that for which it was disclosed. We may also disclose your personal data to third parties from whom we are buying a business/ assets or to whom we are selling some or all of our business/ assets as part of any due diligence process. Your personal data may subsequently be transferred to such third parties.

The work that we conduct for our clients can sometimes be lengthy and often correspond with other work that we are instructed to undertake. Adcocks will therefore retain personal data in line with our retention and deletion policies, via hard copy filing and electronic filing, unless we are asked to do otherwise. We will only use personal data for the purposes outlined above.

Adcocks will process your personal data in accordance with the General Data Protection Regulations, which came into force in May 2018.

Any concerns about how we handle your personal data or if you have any concerns about the contents of this Privacy Notice, please contact Mark H Adcock: [ma@adcocks.com](mailto:ma@adcocks.com)