

Privacy Policy

About us

Black Woods Legal Limited is a private limited company providing legal services and regulated by the Law Society of Scotland. We specialise in commercial property and conveyancing.

As an essential part of our business, we collect and handle the personal data of both clients and other individuals. Personal data is any information relating to an identified or identifiable living person. In this notice, we will refer to this data as personal information. We act as data controller in relation to the personal information that we collect and handle. We are registered with the Information Commissioner's Office in the UK as a data controller.

The purpose of this notice

This privacy notice tells you about how we collect, manage and share the personal information of both clients and other individuals. It also sets out the rights you have in relation to the personal information that relates to you.

If you have any questions about the terms of this privacy notice or our data protection measures, you can contact our data protection representative directly at:

Email: Katrina@blackwoodslegal.com

Direct dial: 07772306713

Who this policy applies to

This policy applies to any person whose personal information we collect, use and share. This includes:

- Individuals making enquiries through our website, by phone, in person or in writing
- Our clients
- Individuals who may be involved in the legal matters we deal with for our clients
- Professionals we work with and those who provide services to us
- Job applicants

The purposes for which we collect personal data

We collect personal information to allow us to:

- Manage our relationship with our clients, provide legal services, and respond to enquiries
- Provide legal advice and legal services
- Meet our legal and regulatory obligations, for example so that we can carry out anti-money laundering checks
- Ensure that we can make and receive payments during the course of conducting our business
- Deal with any complaints

- Deal with employment applications and enquiries
- Carry out limited marketing and promotional activities in relation to the services we provide, directed towards both current clients and those who refer business to us, and to send out invitations to events we are holding or are involved in.

Our legal basis for processing the personal information

There are a number of bases on which we process personal information. These are:

- To allow us to fulfil our obligations under a contract where the data subject is a party and this includes taking steps before entering into a contract
- To fulfil a legal obligation that we are required to meet
- When this is necessary for our legitimate interests or those of our clients, but only if these are not overridden by your interests, rights or freedoms as the data subject

The personal information we collect

Because of the nature of the services we provide, the types of personal information we process is varied and the personal information we collect and process on you will depend on the business relationship that we have with you or the context in which we deal with you.

Who do we share your personal information with?

In providing services to our clients and in complying with our legal obligations, we may share the personal data that we obtain. We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory regulations. Such organisations include, for example, the Law Society of Scotland, Revenue, Scotland, HMRC, etc. We may also share personal data with our professional advisers for the purposes of taking advice. Black Woods Legal Limited employs third party suppliers to provide services including utilising the services of a credit reference agency (<https://www.callcredit.co.uk/legal-information/bureau-privacy-notice>). These suppliers may process data on our behalf as “processors”. In the event that we do share personal data with external third parties, we will only share such data required for the specific purposes and take reasonable steps to ensure that the recipients shall only process the disclosed data in accordance with those purposes.

How long will we keep your personal information?

We will process personal information for as long as is reasonably necessary to allow us to fulfil the purposes outlined in this privacy notice. The retention periods for personal information depend on the nature of the information and the purposes for which we have been processing this. We do not keep personal data for any longer than required or recommended by the Law Society of Scotland. Data will therefore be retained for the duration you remain a client with us. Should you cease to be a client data will be retained strictly in accordance with Law Society of Scotland requirements.

Your rights as a data subject

Data subjects have a number of rights in relation to the personal information that we hold:

- Right of access - this is often referred to as “subject access”. This gives you the right to find out if we process any of your personal information and to obtain a copy of the personal information that we hold about you. This will help you to understand how and why we are using this information, and to check that we are doing this lawfully. Except in exceptional circumstances, you can obtain this information free of charge.
- Right of rectification – you have the right to have any personal information that we hold about you corrected if it is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances, you can ask for the personal information that we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing of your personal information.

If you would like to exercise any of these rights, please contact our data protection representative. If you are dissatisfied you are entitled to raise a complaint with the Information Commissioner’s Office.

Review of this policy

The terms of this policy will be reviewed regularly and updated as required.