

PRIVACY POLICY

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Mullany Walsh Maxwells (“**MWM**”) treats all our client’s affairs as confidential and is committed to protecting and respecting your privacy. This Privacy Policy sets out how MWM, as a data controller collect, use, process and disclose information and personal data about you as the data subject, or that you provide to us, relating to you, your employees, your associates and other parties (“**Data**”). We are committed to protecting the right of privacy of all persons regardless of information being received directly or through our website and mobile website, www.mwmlegal.ie (“**Website**”). This Privacy Policy should be read in conjunction with our Cookie Policy and our Terms and Conditions of Use and applies to Data provided through both business dealings and our Website.

Please read the following policy carefully to understand how we use, process and disclose the Data provided to us by individuals with who we do business, which includes our current, former and prospective clients.

By using the Website or engaging in business with us you confirm that you accept and consent to the practises described in this Privacy Policy without limit or qualification.

1. Information we may collect from you

MWM will collect Data obtained either directly from you or indirectly (e.g. as we exchange correspondence with you). Any Data collected from you through the Website is only that which you volunteer when you email us or contact us through our online form. When you contact us, we may keep a record of that correspondence. We also collect Data automatically when you navigate through our Website, as explained in our Cookie Policy.

We may collect and process the following Data about you:

- your name;
- your email address;
- information that you provide by filling in forms on our Website;
- the time and date of your visit to our Website;
- your Internet Protocol (IP) address;
- your browser type; and
- your referring URL
- your operating system

Unless you are obtaining a service provided by us, the provision of your Data is not a statutory or contractual requirement and you may refuse to disclose any such Data.

2. Uses made of your Data

To provide services to our clients, where we request Data for compliance with anti-money laundering regulations, we shall process any such information only for the purposes of preventing money laundering or terrorist financing as set out in this policy or as permitted and required by statute.

For the purposes of providing services to you, we shall use your Data and share it with partners, staff and consultants to enable the performance of a contract with you or to comply with a legal obligation or where it is necessary for our legitimate interest in providing legal services to you.

We may use your Data collected from the Website where necessary for our legitimate business interests, including:

- the purposes for which it was provided by you;
- providing you with information and services which you have requested;
- improving the content of our Website and the services we offer;
- ensuring the Website is presented in the most effective manner for you and for your computer;
- compiling statistical data on the use of our Website;
- allowing you to participate in interactive features of our service, when you choose to do so; and
- notifying you about changes to our service.

We make no attempt to identify individual visitors, or to associate the technical details we collect with any individual, unless required to disclose such information by law. We may use your Data to comply with any legal obligations. We may also use your Data to send you information relating to our services, events and products which may be of interest to you.

We will seek your prior consent to the use of your Data for any marketing purposes.

We will store your Data obtained through the Website to allow us to provide related services to you. This Data will only be held for as long as necessary and for the exercise/defence of any legal claims.

3. Special Categories of Personal Data

“Special Categories of Personal Data” are required to have a higher level of protection and include information about a person’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union memberships, physical or mental health or condition, sexuality or sexual life. Such information may be required to provide a service to you. We have in place appropriate safeguards which we are required by law to maintain when processing such Data and will only do so with your explicit written consent.

MWM may process this type of Data where it is needed in relation to legal claims or where required to protect your interests (or someone else’s) and the data subject is not capable of giving consent, or where the information has already been made public. We will use Special Categories of Personal Data to perform the contract we have entered into with you and to ensure compliance with our legal obligations, or where it is necessary for legitimate interests.

4. Disclosure of your information and Third Party Processors

MWM uses Third Party Processors to provide a service to you. We may, from time to time, disclose Data to our third party service providers who provide a service to MWM (such as contractors, agents, typists, agents, credit card providers, IT service providers and debt collectors) as well as third parties (such as barristers, experts and regulators) where required by law, where necessary to administer our working relationship with you or where we have a legitimate interest in doing so. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where the processing of Data is carried out by a third party data processor on our behalf, we endeavour to ensure that they are compliant with the security measures required by statute to prevent unauthorised disclosure of Data.

Communication and transfer of information via Internet transfer or by email is not completely secure and may involve the transfer of Data through third parties outside of the European Economic Area (EEA). To the limited extent that it is necessary to transfer your Data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such Data.

Please contact us if you wish to obtain information concerning such safeguards (see Contact Us below).

5. Change of Purpose

We will only use your Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason, which is compatible with the original purpose.

Where MWM require use of your Data for unrelated purposes, we will notify you and explain the legal basis allowing us to do so.

Please note we may process your Data without your knowledge or consent where required or permitted to do so by law.

6. Disclosure of Personal Data to a Successor Firm

MWM may transfer Data to a successor firm or company which acquires the legal practice carried on by MWM by way of incorporation, merger or sale. If this happens, we will require the firm or company to which we transfer Data to observe standards of data protection and privacy no less secure than those set out in this policy. Save as described in this policy, Data will be retained by us and will not be sold, transferred or otherwise disclosed to any third party, unless such disclosure is required by law or court order.

7. Retention of Data

MWM will only retain your Data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. The period of time for retaining a legal file varies depending on the legal service being provided. Your Data will be retained for the periods set out in our Retention Policy, a copy of which is available on request. After the transaction has completed, the file is stored for the requisite retention period.

Where you are no longer a client of MWM or your relationship with us has ended, we will retain and securely destroy your Data in line with our Retention Policy.

8. Links to other websites

Our Website may, from time to time, contain links to and from other websites. If you follow a link to any of those websites, please note that those websites have their own privacy policies and we do not accept any responsibility or liability for those policies. Please check those policies before you submit any Data to those websites.

9. Automated Decision-Making

We currently do not use any Automated Decision-Making or analytics to process decisions made regarding you or your Data. However, we will notify you in writing in the event that this changes in the future.

10. Your rights

Your Data is your property and you have the right to request the following:-

- A. Request Access** to your Data (this is known as a “Data Subject Access Request”) allowing you to check that we are lawfully processing such Data;
- B. Request Correction** of your Data we hold so as to allow you to have any incomplete or inaccurate information corrected;
- C. Request Erasure** of your Data (provided we are not required to retain the data of the performance of your contract or to comply with our legal obligations);
- D. Object to the Processing** of your Data where we are relying on a legitimate interest;
- E. Request Restriction of Processing** of your Data from Automated Decision making or while you carry out one of the above requests;
- F. Request the Transfer** of your Data to another party or services provider.

We will respond to your request as soon as possible in writing, or orally if requested, as soon as practicable and in any event within one month of receipt of your request. We may request proof of identification to verify your request.

All requests should be received in writing and may be addressed to our offices at **19 Herbert Place, Dublin 2** or by email addressed to mail@mwmlegal.ie.

You will not have to pay a fee to access your Data (or to exercise any of the other rights relating to your Data). However, we may charge a fee where the request is clearly unfounded, excessive or overbearing.

You have the right to lodge a complaint with the Data Protection Commissioner if you are unhappy with how we are processing your Data. Details of the Data Protection Commissioner can be found at www.dataprotection.ie.

11. Security and where we store your Data

We are committed to protecting the security of your Data. We use a variety of security technologies and procedures to help protect your Data from unauthorised access and use. As effective as modern security practices are, no physical or electronic security system is entirely secure. We cannot guarantee the complete security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us

over the Internet or by email. We have in place strict internal guidelines to ensure that your privacy is safeguarded at every level of our organisation. We will continue to update policies and implement additional practical security features as new technologies become available.

Although we will do our best to protect your Data, we cannot guarantee the security of your Data transmitted to our Website. Any transmission of Data is at your own risk and you hereby release us from any and all claims arising out of or related to the use of intercepted information in any unauthorised manner.

We would advise against the transmission of Data over an open network or public Wi-Fi. Always use a unique password for all accounts and remember to update them regularly. Choose a mix of security questions across all accounts to ensure that it will be difficult for another to gain access to all. Once you have finished using an account or computer, always remember to log out of any accounts which you have signed in. Ensure that the computer you are using has up to date anti-virus software and firewall settings.

Once we receive your Data, we will use appropriate security measures to seek to prevent unauthorised access or disclosure.

12. Changes to this Privacy Policy

We reserve the right to change this Privacy Policy from time to time at our sole discretion. If we make any changes, we will update the “Last Updated” date at the bottom of this Privacy Policy. Your continued use of this Website after we make changes is deemed to be acceptance of those changes, so please check this policy periodically for updates.

13. Contact Us

If you have any questions or concerns regarding how your Data is processed via this Website, please contact us at mail@mwmlegal.ie or by writing to MWM Legal, 19 Herbert Place, Dublin 2. All requests will be dealt with promptly and efficiently.

Last Updated: May 2018