



## Privacy Notice

### Your personal data

This Privacy Notice explains the type of information (also called data) we collect, why we collect it, how we use it, who we might share it with and how to correct or modify it.

We are unable to provide our services without processing your personal data as detailed below. By formally appointing us to act on your behalf you agree to the processing of your personal information for the purposes described below.

### What types of data do we collect and process?

We collect and process your personal information in order to facilitate the provision of the professional services you have instructed us to carry out. We process personal data about lots of different categories of people, including our clients, people involved in matters we act on for our clients, people we have relationships with, and other third parties who interact with us.

Because of the nature of the services we provide, the types of data we process can be varied, but will usually include full names and contact details. It may also include date of birth, employment details, details of the circumstances of your dispute (including any claim or defence) and any damage, injury or loss suffered by you and other associated information. Depending on the nature of our relationship with you, we may also process information about your business and company affiliations; identification (including copies of your passport); financial affairs; family, lifestyle and social circumstances; education and employment background; the services we provide you or your company; your preferences (including when attending meetings); your relationship with us; and the goods or services you or your company provide us.

In some circumstances we may process special categories of personal data about you, in which case we take particular care to only process such data in accordance with the strict legal parameters. This type of data can include information about your health (including information you provide about your dietary requirements when attending meetings – see below); racial or ethnic origin; religious or political beliefs; trade union membership; sex life or sexual orientation; genetic or biometric data; or philosophical beliefs.

Most of this information will have been provided by you, however there may be instances where it comes from other sources or third parties (including publicly available information). Such third parties might include, for example, professional advisors, suppliers, creditors, debtors, regulators and professional bodies.

Your personal data will be held in electronic format.

Where you are our client:

- It will sometimes be necessary for you to provide us with information directly, and in those cases it is your responsibility to ensure that all such information is complete in all material respects and not misleading. The accuracy and appropriateness of our advice may be affected as a consequence of your failure to do so.

### Squaring Circles

PHILOSOPHICAL MEANING – to see equally in four directions – up, down, in and out

METAPHORICAL MEANING – attempting anything that seems impossible

#### SQUARING CIRCLES

Registration number SC641319. Registered office at Caledonian Exchange, 19A Canning Street, Edinburgh EH3 8HE

E: rachael@squaringcircles.uk T: 07817 665 964 W: squaringcircles.uk



- You may also provide us with personal data about other people. Please ensure you provide them with a copy of this Notice, where appropriate to do so.
- If any information changes, please let us know so that we can keep it updated on our systems.

## Why do we collect your personal information?

We collect and process your personal information for the purpose of providing legal and consultancy services and also for our own general business purposes.

We collect and use your personal information where we have a lawful basis for doing so. In general, it will be for the following purposes:

1. The provision of legal advice and our services.
2. The management of your dispute and associated administration including conflict checking, billing and collecting debts.
3. The legitimate business purposes associated with operating our business (this includes carrying out the business of providing legal and dispute management services and pursuing our general business interests).
4. To comply with our legal and regulatory obligations.

In addition, in some circumstances we may process personal data on the basis that you have provided your consent, for example, through instructing us on a matter (including, in some instances, in respect of special categories of personal data about you – such as, data about your racial or ethnic origin, political opinions, religious beliefs or data concerning your health). Please note that you have the right to withdraw any such consent, which you can do at any time by emailing [admin@squaringcircles.uk](mailto:admin@squaringcircles.uk).

## Who do we share your data with?

In providing our services and in complying with our legal obligations, we may share the personal information that we obtain about you, insofar as we are permitted by law to do so, with the following third parties:

- Third parties involved in any matter, including (without limitation) courts, tribunals, counterparties, expert witnesses, consultants, counsel (Faculty of Advocates), mediators, law firms or other professionals, private investigators, tracing agencies and other third parties involved in any matter in which we are instructed.
- Suppliers and service providers used by us in providing services, details of which can be made available on request, including (without limitation) postal services, IT service providers such as cloud providers of software as a service, data room providers and providers of our IT servers.
- Our accountants, legal and other professional advisors, our banks, insurers and insurance brokers.

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- Government agencies (including Her Majesty's Revenue & Customs), regulators and other authorities.
- Our and your trade associations, professional bodies and business associates.
- Third parties providing us with support and administrative services in the management of your dispute.

We will not sell your personal data to a third party, except in the unlikely event that we sell our business, or a part of it, in which case we may sell your information as part of the sale to allow the purchaser to carry on providing some or all of our services to you.

The personal information we hold on you will be used and stored in the UK and/or on iCloud, operated by Apple Distribution International, Hollyhill Industrial Estate, Hollyhill, Cork, Ireland. However, there may be instances where the progression or management of your dispute requires the instruction of a third party overseas. In this situation, we will obtain your consent to share any necessary personal information. We will always request a copy of that party's privacy notice or equivalent, together with evidence that they comply with local data protection laws and regulations. In the event that such information is not available we will inform you and seek your consent before providing any personal information.

## How long do we keep your personal data?

We will retain your personal information for as long as it is reasonable and necessary for the use for which we have collected it. If you have any questions or any concerns about how long we keep your information for, please contact [admin@squaringcircles.uk](mailto:admin@squaringcircles.uk).

## Updating this policy

We may amend this policy at any time by posting a revised version on our website at [www.squaringcircles.uk](http://www.squaringcircles.uk).

## What are your rights?

You have rights under data protection laws to request from us access to, rectification of, or erasure of your personal data. You also have the right to request the restriction of any processing or to object to our processing of your personal data. Finally, you have the right to data portability. Please contact [admin@squaringcircles.uk](mailto:admin@squaringcircles.uk) to exercise your rights. You can find more information about your rights at [www.ICO.org.uk](http://www.ICO.org.uk).

You have the right to lodge a complaint with the Information Commissioner in respect of our processing of your personal data. Information can be found at [www.ICO.org.uk](http://www.ICO.org.uk). If you would like to raise your complaint with us in the first instance, please request a copy of our Complaints Procedure by contacting [admin@squaringcircles.uk](mailto:admin@squaringcircles.uk).

March 2020

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