

TRINITY CHAMBERS LLP

ADVOCATES AND NOTARIES PUBLIC

PRIVACY POLICY

Trinity Chambers LLP (“Trinity”, “Us”, “We”)

The Data Protection (Bailiwick of Guernsey) Law, 2017 (“Law”)

Introduction

Trinity is dedicated to protecting the security and privacy of your Personal Data.

Under the Law Trinity is required to inform Data Subjects (“you”, “your”) of their statutory rights and provide them with a range of related information.

The aim of this policy is to ensure that all individuals who have entered into a contract with Trinity have knowledge of the relevant rights and responsibilities due to, and from, Trinity concerning Data Protection.

WARNING

This policy is only meant for those who have entered into a contract with Trinity. If you have not, then please request the Public Privacy Policy from either of Trinity’s Data Representatives.

Trinity’s promise

Trinity will adhere to the following principles when processing your Data:

- Lawfulness, Fairness and Transparency;
- Purpose Limitation;
- Minimisation;
- Accuracy;
- Storage Limitation;
- Integrity and Confidentiality; and
- Accountability.

1. What is Trinity’s legal basis for processing my Personal Data?

Trinity requires your Personal Data for the performance of the contract between Trinity and you for the provision of legal advice and services.

Trinity should be considered the Data Controller for the purposes of this policy and the Law.

2. What is Trinity’s legitimate interest in processing Personal Data?

Trinity must collect and process your Personal Data in order to safeguard that any services provided are suitable and appropriate whilst ensuring compliance with its obligations under the relevant laws and regulations. Should Trinity have cause to use your Personal Data for any other reason, you will be informed and, where required, consent sought.

3. Who, at Trinity, is specifically responsible for Personal Data?

The Partners of Trinity are to be considered as responsible for the collection and processing of Personal Data.

4. How will information be collected?

Trinity will collect Personal Data directly **from you** or anyone acting on your behalf, for example: existing product providers, employers, Power of Attorney, Guardians, etc). Trinity will **NOT** hold or accept Personal Data of an individual without making this Privacy Notice available.

5. What is Personal Data?

This is information which can identify an individual. For example: your name, address and date of birth. Trinity will only collect such information that is required, however, if you are deemed to be of a higher risk, then further information may be requested.

Records (inc. Personal Data) will typically comprise, but not be limited to, hard copy documents, scanned documents, financial information and email communications.

What is Special Category Data?

Special Category Data refers to Personal Data which is recognised as more sensitive, and is therefore given higher levels of protection. This can include health information, race and ethnic origin, sexual orientation etc.

6. Will Trinity collect any Special Category data?

Due to nature of Trinity's business offering, it will, and has an obligation to, collect and retain Special Category Data in certain circumstances.

7. Will Trinity use my Data to market products to me?

No. Trinity does not hold or maintain a record of Personal Data for the purposes of marketing. All marketing undertaken by Trinity is strictly brand awareness through multiple media outlets.

8. Will Trinity pass on my information?

In order to comply with relevant local laws and regulations Trinity may be required (from time to time) to give sight of, or share, your Personal Data (limited to Client Due Diligence) with our bank where we hold or have held funds on your behalf. Also, there are instances where Trinity is obliged to share your Personal Data with a third party (e.g., regulatory authorities).

Please note that Personal Data may be transferred to another firm upon the sale of all or part of Trinity, or as otherwise required or permitted under applicable laws or regulatory.

9. Will my information be transferred to an unauthorised jurisdiction?

Trinity will not transfer your Personal Data to an unauthorised jurisdiction. The exception to this rule is if you, as the Data Subject, exercise your right and request that your Personal Data be transferred to another Data Controller. In this instance will your Personal Data be given to you to pass on to a third party in an unauthorised jurisdiction.

10. How long will my information be kept?

Your Personal Data will be kept for the duration of your relationship with Trinity. For the avoidance of doubt, the regulatory obligation is to hold your Personal Data for a minimum of five years from the end of your relationship with Trinity. However, Trinity reserves the right to securely retain your Personal Data beyond this where it is deemed reasonable (unless you exercise your Right to Erasure, details below).

11. Is my information secure?

As a Data Subject, your Personal Data will be held both physically and digitally. All data that is held in physical form (letters, files, application forms, etc.) is retained in a secure manner at Trinity's office. Any electronically held Personal Data is subject to security systems ensuring that risk from a cyber based threat is adequately managed.

12. How can I access, amend or remove my Personal Data?

Trinity has internal processes to ensure that any request you make can be handled in a timely manner. Any request to view, amend or remove your Personal Data can be actioned by contacting Trinity's Data Representatives (details below).

13. Who will handle my Data?

Due to the size, nature and complexity of Trinity, all Personal Data is considered as confidential and will only be handled by employees within Trinity. Every employee of Trinity is contractually obliged to ensure confidentiality including that your Personal Data is handled appropriately.

Trinity does contract with a third-party IT company and has agreed terms and conditions, sections of which are focused on confidentiality and Data Protection.

Should you feel there is a conflict of interest with an employee of Trinity having access to your information please raise this immediately with a Data Representative (details below).

Trinity has procedures in place to ensure that your information can be subject to restrictive viewing, if required by you.

14. Who do I contact at Trinity regarding my Personal Data?

For all matters concerning your Personal Data and Data Protection, please contact either of the Data Representatives:

Andrew Ayres (Partner)
andrew.ayres@trinity.gg

or

John Doherty (Compliance Manager)
john.doherty@trinity.gg
Tel No: 01481 700072

15. How do I make a Complaint?

You have the right, as a Data Subject, to make a complaint should you believe Trinity to be in breach of its duty as Data Controller. You can either direct your grievance towards a Data Representative or make the complaint directly to the Office of the Data Protection Authority:

The Office of the Data Protection Authority
St Martin's House, Le Bordage,
St. Peter Port, Guernsey, GY1 1BR
Tel: 01481 742074
Email: enquiries@odpa.gg

16. What rights do I have under the Data Protection Law?

The right to information regarding the processing of Personal Data when collected from the Data Subject.

This document is provided to deliver clear and concise information regarding your Personal Data, your rights as a Data Subject, Trinity's official contact details and other relevant information regarding your Personal Data.

Should you require any further information please contact either of Trinity's Data Representatives.

The Rights to Data Portability

You may request that Trinity provide, move, copy or transmit your Personal Data to another Data Controller.

The Right of access (Subject Access Request)

You may make a written request for a copy of your Personal Data. This must be addressed to one of the Data Representatives who will provide further information at that time.

You are not ordinarily entitled to receive copies of our documentation, but we may choose to provide you with such copies of documents at our sole discretion. In addition, we are not required to respond to requests for Personal Data that we consider to be frivolous, vexatious, unnecessarily repetitive or excessive as will be determined by the Data Representatives.

The Right to Object to processing for direct marketing purposes

As stated in Section 7, Trinity will **not** use your Personal Data to market to you or pass it to third parties for marketing purposes.

Right to erasure

You have a right to the erasure of your Personal Data. However, this only applies once Trinity has deemed your Personal Data to no longer be necessary for the purposes for which it was collected.

The Right to rectification

If you believe, or know, that the Personal Data held by Trinity is no longer accurate then you may request that it be updated. Please note that this information may fall under other Regulatory requirements, and therefore, verification may be sought.

The Right to restriction of processing

You may impose a restriction on Trinity's processing of your information. However, any restriction could result in a limitation of services provided to you.

The Right not to be subject to decisions based on automated processing

Within Trinity, no processing of Personal Data is done on an automated basis.

17. Changes to this Privacy Statement

This Privacy Policy may be updated from time to time. The most up to date version will be posted on our website and you may request a copy at any time from one of the Data Representatives.

As at 02/09/2022

DISCLAIMER

This is a fact sheet. It is designed for those who have signed a contract with Trinity and is a general guide to its (Trinity's) Data Protection and Usage Policy. If you would like to query anything you do not understand and would like further information, please feel free to contact one of the Data Representatives (details above).

TRINITY CHAMBERS LLP

ADVOCATES AND NOTARIES PUBLIC

18 NEW STREET • ST PETER PORT • GUERNSEY • GY1 2PF

T: +44 (0)1481 700072 • **F:** +44 (0)1481 700039

E: inbox@trinity.gg • **W:** www.trinity.gg

