

Privacy policy

1 – INTRODUCTION

- 1.1 This privacy policy ('Privacy Policy') is issued by Stembridge Solicitors Ltd. It sets out the basis on which any personal information/data we collect from you, or that you provide us through our website or elsewhere ('Your Information'), will be used and protected by us. This privacy notice tells you how we look after your personal data and also when you visit our website, www.stemshipping.com ("Site") (regardless of where you visit it from) and tells you about your rights and how the law protects you.
- 1.2 Stembridge Solicitors Ltd. collects, uses and is responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.
- 1.3 You should also check the Terms of Business on our Website
- 1.4 Without prejudice to the foregoing, if you or your organisation is a Stembridge Solicitors Ltd client, this Privacy Policy should be read in conjunction with our applicable engagement letter and terms of business, which will prevail in the event of any conflict with this Privacy Policy.
- 1.5 Our Data Protection Officer is Philip Stembridge; admin@stemshipping.com
- 1.6 This website is not intended for children and we do not knowingly collect data relating to children.**

2. THE DATA WE COLLECT ABOUT YOU & WHAT DO WE DO WITH YOUR INFORMATION?

2.1 Information collected by us

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

2.2 The only personal information that we will collect about you is the information you provide to us when you get in touch with us to appoint us to act on your behalf or to manage your case, or via our website, or otherwise for example, when you supply your contact details to sign-up to receive alerts, register for events or request other information. When carrying out the conduct of your legal matters and all enquiries initiating contact with us we may collect the following personal information that you provide to us:

- Name,
- Email address
- Telephone and mobile telephone numbers
- Company address, (publicly accessible data)
- Passport photocopy
- date of birth
- nationality
- company names (publicly accessible data)
- list vessel ownership (publicly accessible data)

2.4 How we use your personal information

We use your personal information for the following purposes:

- Proving your identity as required for Solicitors Regulation Authority (SRA)
- Establishing anti money laundering measures under Compliance Rules
- Legal and Regulatory compliance work and Statutory returns
- Assessing the merits of your case and the prospects of success
- Conflict of interest checks & client service checks
- Arranging indemnity insurance
- Instructing expert witnesses and counsel and other third parties, where previously approved
- Updating and enhancing client records

2.5 Some information has to be provided by you, either because of the statutory requirement to do so, such as SRA or Compliance Rules or for contractual reasons, the possible consequences of not providing the information may be that we are unable to manage your case and accept your instructions to act on your behalf.

3. HOW WE USE YOUR PERSONAL INFORMATION

3.1 We will only use your personal information to respond to an enquiry you make where you have asked us to do so. When responding to an enquiry, our lawful basis for processing will be legitimate interests: Our legitimate business interest is to respond to the enquiry you have made and /or accept your instructions to act on your behalf and manage your case to its conclusion.

3.2 Your information will not be shared with any third parties without your express prior consent.

3.3 If your information is transferred outside of the European Economic Area we will seek to ensure that appropriate safeguards are in place.

3.4 If you wish to update Your Information please email us at:
admin@stemshipping.com.

3.5 We are relying on your express consent to accept your case instructions, you provided this consent when you contacted us and when you accepted our Terms of Business upon instructing us.

3.6 You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. You can contact us at admin@stemshipping.com to opt –out, but this may mean we can no longer act on your behalf if we are acting in the conduct of your case.

4 – LEGAL OBLIGATIONS

4.1 We will collect and use Your Information in accordance with the General Data Protection Regulations and other relevant legislation.

5- DATA SECURITY

5.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

6-DISCLOSING YOUR INFORMATION TO THIRD PARTIES

6.1 We do not sell, trade, or rent Your Information to others. We do not disclose Your Information to third parties without your consent unless we are legally required to do so or where such disclosure is necessary to enable third parties with whom we work to assist us in providing our services to you or to respond to your enquiry.

6.2 In addition, we limit access to your personal data to those employees, agents, contractors and other third parties, such as experts or counsel whom you have given consent for us to instruct or who have a business need to know. They will only process your personal data on our instructions and they are in turn subject to a duty of confidentiality. We will take reasonable steps to ensure that Your Information is used by those third parties in accordance with this Privacy Policy.

6.3 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7-HOW LONG WILL YOU USE MY INFORMATION FOR?

7.1 We will only retain your information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

7.2 Where we have collected your information to respond to your enquiry, we will retain the information for so long as we need it to respond to your enquiry and any subsequent resulting enquiries you may have, if you do not proceed to instruct us to represent you, we will then retain it for a period of 6 months after we cease to hear from you.

7.3 Once your case has been completed we are obliged under the Solicitors' Regulation Authority to retain the papers in your files for a period of at least 7 years.

8 – YOUR DATA RIGHTS

In accordance with your legal rights under the DPA 1998 and the GDPR 2016 and other applicable law, you have important rights that you can exercise free of charge, you may:

8.1 Request access to your information (commonly known as a “data subject access request”). This enables you to receive a copy of the information we hold about you and to check that we are lawfully processing it.

8.2 Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

8.3 Request erasure of your information. This enables you to ask us to delete or remove information. There are certain circumstances where we may not be able to comply with your request (where we are obliged to keep it for statutory purposes) of which we will notify you at the time of a request.

8.4 Object to or restrict processing of your information where we are relying on a legitimate interest or where you want us to establish the accuracy of your information. You also have the right to object where we are processing your information for direct marketing purposes.

8.5 Request the transfer of your information to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format.

8.6 Withdraw consent at any time where we are relying on consent to process your personal data.

8.7 Complain -The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner’s Office who can be contacted at <https://ico.org.uk/concerns/>.

We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

8.8 If you would like to exercise any of the above rights, please write to us at the email address : philip.stembridge@stemshipping.com . We may require further information to verify your identity or locate the specific information that you seek before responding within one month of your enquiry.

8.9 We hope that you are happy with our service and that Stembridge Solicitors Ltd or our Data Protection Officer, Philip Stembridge, can resolve any issues or complaints that arise. Please get in touch if you have any concerns.

9 – SECURITY TO PROTECT YOUR INFORMATION

9.1 We employ appropriate technical and organisational security measures to protect Your Information from being accessed by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We also endeavour to take all reasonable steps to protect Your Information from external threats. However, please be

aware that there are inherent security risks of sending information by public networks or on public computers and we cannot therefore 100% guarantee the security of any data disclosed or transmitted over the internet.

10 – CONTACT

10.1 If you have further comments, queries and requests relating to how we use Your Information please contact us at: admin@stemshipping.com

11 – CHANGES TO OUR PRIVACY POLICY

11.1 This Privacy Policy was published on 8 May 2018 and will be periodically updated. We reserve the right to revise this Privacy Policy at any time so please check that you have seen the latest version.

12 – GOVERNING LAW

12.1 This Privacy Policy is subject to English law. To the maximum extent legally permitted, you agree that any dispute relating to use of your data as referred to under this Privacy Policy is subject to the exclusive jurisdiction of the courts of England and Wales and any proceedings relating to a dispute shall be in the English language.