## Tally and Associates Legal Services Ltd Privacy Statement.

We are committed to safeguarding your personal information in line with data protection laws, including the 2018 General Data Protection Regulation (GDPR) and Data Protection Act 2018.

In accordance with current data protection laws, the following Privacy Notice sets out what personal information we may collect about you, how we use it and who it might be shared it with.

**Who are we?**

Tally and Associates Legal Services is a paralegal law firm registered under the ( 16429405).

We are a private paralegal firm unregulated by the Law Society or the SRA. We provide case management services.

We employ freelance solicitors and direct access barristers.
Solicitors and barristers, instructed by Tally and Associates Legal Services, provide their own indemnity insurance.

Unless otherwise agreed, we provide client care letters for clients which outline our terms and conditions prior to starting work on a case.
Our fees, payable in advance unless otherwise agreed with the client, facilitate all work undertaken.

We are entirely aware of the rules deriving from the 2007 Legal Services Act.

What personal information may we collect about you?

By interacting with you, whether as a supplier, customer, employer or otherwise - we may collect some or all of the following information:

- Your name, address and date of birth
- Your email address and website URL
- Copies of identity verification documents such as your passport, driver's licence, bank and utility bills
- bank account and payment card details to enable payment for services
- Payment card information to enable payment for services

- Your comments, feedback and reviews of our service
- Your CV and employment records and when you are an employee

How will your information be used by us?

We retain and use customer, supplier and employee information during the course of our business activities to enable us to:

- Communicate with you, such as by email, phone or mail
- Process your orders and manage your customer account
- Use information collected from our website to personalise your repeat visits and interactions with the website
- When you are a new customer, verify your identity and credentials so that we can establish that you are a bona fide customer or supplier
- Perform our ‘due diligence such as reference and fraud prevention checks against new customers details
- Manage our employee records, including payroll, tax and pension contributions and employment correspondence such as CVs and job application letters
- We will never share or use the information we collect on you for any marketing purposes whatsoever

With whom will we share your information?

The information about you that we hold may be shared with:

- Our banking and financial services providers
- Our accountancy/bookkeeping service providers
- Delivery/courier service providers
- Industry peers/colleagues (so that we may seek trade/credit references)
- Insurance companies, whom we may contact to request validation of your insurance policy
- Credit reference agencies when you are seeking a credit account with us
- Debt collection agencies when we are seeking to pursue debtors

If you have questions about how we use your information or would like to view the information we hold about you, please email us.