

## Privacy policy

This policy sets out how Weir Legal & Consulting handles personal information.

As a supplier to government, we are committed to the privacy of people's personal information in accordance with the Information Privacy Principles as set out in the *Privacy and Data Protection Act 2014*.

### How we collect personal information

We collect personal information in the following ways:

- If you are involved in a matter that we are working on, we may receive your name, contact details and information about the relevant matter from our client or another person involved
- If you are a client of the firm, we will collect your name, job title, address and contact details
- If you send us an enquiry or provide us with feedback, we will collect your name, contact details and details of your enquiry or feedback
- If you register for a Webinar or CPD session we are hosting, we will collect your name and contact details for the purposes of registration

### How we use and disclose personal information

We will generally use or disclose the personal information we hold for the primary purpose we collected or received it.

We may share your personal information where appropriate for purposes including to:

- brief a barrister or expert in relation to your matter;
- create an electronic file with our information and communication technology providers; or
- meet our contractual obligations to clients, for example, if required as part of reporting requirements.

### Data quality and data security

The steps we take to secure the personal information we hold include:

- Security restrictions on access to our computer systems (such as MFA, login and password protection). Access is also limited to staff that require it
- Firewalls and anti-malware software to protect the integrity of the information stored electronically
- Engagement of 24/7 specialist IT support who manage our off-site backups, updates, patch management, fire walls and host our website.

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