

PRIVACY NOTICE

1. The '**personal data**' that you, as the '**data subject**', have been asked to provide with your consent, or alternatively where the lawful basis for obtaining that information is a necessity for the purposes of the legitimate interests pursued by us, is for use by Dr J H Burgoyne & Partners LLP and affiliates, as the '**data controller**', based at 11 – 12 Half Moon Court, Bartholomew Close, London EC1A 7HF.
2. The '**data protection officer**', to whom you should direct any queries concerning data protection matters, is the 'Resources Member of the Management Board', who can be contacted at the above address.
3. The purposes for the processing of the '**personal data**' is to enable the '**data controller**' to:
 - (a) carry out investigation services for our clients, who may be authorities, insurers, lawyers or private companies or individuals; or
 - (b) in the case of our premises, to provide a record of visitors and ensure the safety and security of visitors, staff and property, including by capturing CCTV at some sites.
4. The lawful basis for processing the '**personal data**' is '**consent**', or 'necessity in performing a task in the public interest', or 'necessity for the purpose of the legitimate interests of the 'data controller', as set out in Article 6(a), 6(e) and 6(f) of the General Data Protection Regulations (GDPR). If the lawful basis is '**consent**', you can provide this by completing the form at the end of this notice. You may withdraw this '**consent**' at any time by contacting the '**data protection officer**'.
5. The '**personal data**' that you provide is solely for the use of Dr J H Burgoyne & Partners LLP and affiliates, and their instructing clients and authorised affiliates, and will not be disclosed to any other organisation unless otherwise provided for by Schedule 1 of the Data Protection Act 2018.

6. The affiliates referred to in (5) include Dr J H Burgoyne & Partners (International) Ltd, which has offices outside of the European Union / European Economic Area. The transfer of any **'personal data'** to these offices is safeguarded by a Standard Contractual Clauses agreement and International Data Transfer Addendum between Dr J H Burgoyne and Partners LLP and Dr J H Burgoyne & Partners (International) Ltd.
7. The **'personal data'** is stored for as long as is necessary in pursuance of the legitimate interests of the business and to comply with statutory requirements, unless those interests are overridden by those of you, the **'data subject'**.
8. You, as the **'data subject'**, have the right to request from the **'data controller'** access to and rectification or erasure of **'personal data'** or restriction of processing concerning your **'personal data'**. You also have the right to object to the processing of your **'personal data'**. Additionally, we as the **'data controller'** are required to provide any data in a readily accessible format. Any such requests should be made to The Data Protection Officer, Dr J H Burgoyne & Partners LLP, 11-12 Half Moon Court, London, EC1A 7HF.
9. You also have the right to lodge a complaint to a supervisory authority (the Information Commissioner's Office: <https://ico.org.uk/>)

Consent declaration

I hereby give my consent for Dr J H Burgoyne & Partners LLP as **'data controller'** to process my **'personal data'** for the purposes and in the manner set out in this privacy notice.

Name (in capitals)

Address

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Signature