

GORVETT & BAILEY

DATA PRIVACY POLICY

Introduction

Corvett & Bailey Limited treats your privacy very seriously. This policy contains important information on how and why we collect, store, use and share your personal data. It also explains your rights in relation to your personal data and how to contact us, or supervisory authorities in the event you have a complaint. This privacy policy document must be read together with any other legal notices or terms of business provided to you or available on our website.

Corvett & Bailey Limited are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including the United Kingdom). Our use of your personal data is subject to your instructions, the GDPR, other relevant UK and EU Legislation and our professional duty of confidentiality.

1. About Corvett & Bailey Limited.

We are a Law Firm specialising in providing legal services to the Insurance Industry, and to Companies with large deductibles. We also provide legal services to members of the Public.

2. Your Personal Information.

We collect and process some or all of the following types of information from you in the course of our receiving your instructions:

- a) Information that you provide to your Insurers/to us, such as your name, address, occupation, and all documents that may be relevant to your claim for instance Accident Book Entries, witness statements, care records, training certificates, Occupational and Personnel Records., etc.
- b) If you contact us, we will need to keep a record of that correspondence;
- c) If you are a claimant, we may obtain details such as your complete medical records, Occupational and Personnel Records, wages information etc.,

3. How we use your information.

We use information held about you to:

- a) to comply with our legal and regulatory obligations;
- b) to enable preparation of your defence/claim and to update you on the status of any claim;
- c) In other specific instances where you have given consent;
- d) We will not use your information to approach you with any solicitation for further business or facilitate any other entity to do so.

Dated: January 2025