

We need to gather and use information or 'data' about you as part of our business to protect you and to manage our relationship with you.

## What Information does the Company Collect?

The Company collects and processes a range of information about you, this includes:

- Contact details and date of birth
- Gender
- Marital status
- 2 forms of identification documents including photographic identification and utility bills
- Any other category of personal data which we may notify you of from time to time.

## How does the Company collect your Personal Information?

We may collect personal information about you in a variety of ways. It is collected during the course of your instruction, either directly from you or sometimes from a third-party such as an agency.

Your personal information may be stored in different places, including in your file, in the Company's case management system and in other IT systems, such as e-mail.

## Why does the Company Process Personal Data?

The Company needs to process data for contractual purposes to enter into an agreement with you and to meet its obligations. In some cases, the Company needs to process data to ensure that it is complying with its legal obligations.

## Who has Access to my Data?

We may share your personal information with third-party service providers (and their designated agents).

## How long does the Company keep my data?

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements.

## Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the Company to change incorrect or incomplete data
- Require the Company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where the Company is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact [compliance@ehlgroupp.co.uk](mailto:compliance@ehlgroupp.co.uk)

Please sign and date this form to confirm you consent to us processing your data in the above form.  
(Please see our Data Protection Policy & Privacy Notice for full details)

Name:

Date:

Signature:

Second client (if required):

Name:

Date:

Signature:

We take the protection of your data very seriously. We would like to keep in touch with you from time to time to update you on our services and to let you know about any special offers. Please indicate your preference;

I consent to receiving service and offer communications:

I do not consent to receiving service and offer communications:

**Please ensure that all sections of this form have been completed.**

**PLEASE RETURN TO:**

Edward Hands and Lewis Solicitors, City Gate House, St Margaret's Street, Leicester LE1 3DA