

Privacy Notice

Who We Are (Data Controller)

Classis Partnership Solicitors (“we”, “us”, “our”) is the data controller of the personal information we collect and use.

Our contact details are:

- Address: Unit 2a Manor Mills, Leeds, LS11 9AH
- Email: info@classislaw.co.uk
- Telephone: 0113 426 3453

If you have questions about this notice or wish to exercise your data-protection rights, please contact:

- Shahzad Shakat – Information Officer
- Email: info@classislaw.co.uk

What Information We Collect

We collect and process the following categories of personal data:

- Identity information: name, title, date of birth, identification documents.
- Contact details: address, phone numbers, email addresses.
- Matter-related information: information necessary to advise you and manage your legal matter.
- Financial information: payment records, bank details where required.
- Special category data: such as health information, information relating to criminal allegations or convictions, or other sensitive information where necessary for your legal matter.

Valid8

We will disclose personal data to our partner Valid8 IP Ltd for the provision of a soft credit search to locate your car finance agreements and identity information which may include Equifax Ltd, Experian Ltd, TransUnion with no impact on your credit score. You can access Valid8 IP's privacy policy [here](#). If you'd like to understand how the credit reference agencies use and share personal data (including the legitimate interests they pursue) please read the Credit Reference Agency Information Notice (CRAIN)

<http://www.transunion.co.uk/crain>; <https://www.equifax.co.uk/crain/>; <https://www.experian.co.uk/legal/crain/>.

Why We Use Your Information (Purposes and Lawful Bases)

We process your personal data for the following purposes:

- To deliver legal services (Contractual necessity)
 - This includes preparing legal documents, corresponding on your behalf, advising you, and managing your case.
- To comply with the law (Legal obligation)
 - We must conduct:
 - conflicts of interest checks
 - anti-money-laundering checks
 - mandatory reporting of suspicious activity to the National Crime Agency (NCA)
- To maintain our internal business operations (Legitimate interests)
 - This includes:
 - maintaining proper records
 - quality assurance
 - managing our relationship with former clients
- Marketing to former clients (Legitimate interests + PECR)

We may send occasional newsletters or updates that we believe are useful for former clients.

You can opt out at any time by emailing info@classislaw.co.uk

We do not share your information with third parties for marketing.

Special Category Data

Where we need to process special category information (e.g. health or other sensitive information), we rely on:

- UK GDPR Article 9(2)(f): processing necessary for the establishment, exercise or defence of legal claims;
- Article 9(2)(g)/(2)(b): processing necessary for reasons of substantial public interest or for legal advice;

- Equality Act-related obligations, where relevant.

Who We Share Your Information With

We only share information where necessary for your legal matter or to comply with the law. This may include:

- Other solicitors, barristers, mediators or professionals working on your case
- Courts, tribunals, regulators, the police or government bodies
- HM Land Registry or other official bodies
- Service providers such as IT providers, cloud-storage suppliers, case-management system providers, auditors, or confidential waste services

All third-party service providers are bound by confidentiality and data-protection obligations.

We do not sell your data or share it with third parties for marketing.

International Transfers

Your information is normally stored within the United Kingdom.

If we need to transfer or store information outside the UK, we will only do so where:

- the country has an adequacy decision from the UK government; or
- we have implemented appropriate safeguards, such as International Data Transfer Agreements (IDTAs) or Standard Contractual Clauses (SCCs).

You may request further details about international transfers by contacting us.

How We Keep Your Information Secure

We use appropriate technical and organisational measures to protect your data, including:

- secure servers and encrypted storage
- access controls and staff training
- secure email and document-handling protocols
- confidentiality agreements with staff and contractors

How Long We Keep Your Information

- Most files are kept for 7 years after your matter closes.
- Some documents may be retained longer where necessary (e.g. original deeds or documents, or matters with long limitation periods).
- Basic identifying information is retained indefinitely for conflicts-of-interest checks.

Your Rights

You have several rights under data protection law, including the right to:

- access your personal data
- correct inaccurate information
- request deletion of your data (where permitted)
- object to certain processing, including marketing
- withdraw consent (where consent is used)
- request a portable electronic copy of your data
- restrict certain types of processing

To exercise any of these rights, contact info@classislaw.co.uk

Complaints

If you are unhappy with how your personal information is used, please contact us first.

If we cannot resolve your concern, you may contact:

Information Commissioner's Office (ICO)

www.ico.org.uk

Updates to This Notice

We may update this Privacy Notice from time to time. The latest version will be available on request or on our website (if applicable).