



PRIVACY NOTICE

Privacy notice summary

This Privacy Notice provides information about the ways in which we at Nolan Farrell and Goff (NFG) collect, process and store your personal information.

Our long form Privacy Policy provides further details about our processing and is available online on request.

Personal data we collect

We must collect certain personal data from you in order to provide you with our services. The categories of data and volume of data we must collect will vary depending on the services we are providing to you. But all data will be processed in line with the principles of data protection thus ensuring that data is:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of individuals for no longer than is necessary
- processed in a manner that ensures appropriate security of the personal data

How we use and process your personal

The personal data we collect is used to assist in carrying out the following functions:

- Verifying your identity and the information you provide to us;
- Facilitating the provision of legal services;
- Communication with you in relation to the services we provide;
- Meeting our legal and regulatory compliance obligations;

We only use your personal data for the purpose for which it was collected. We rely on performing our duties under contract in administering your account and all associated legal services. We rely on legal and compliance obligations to process the personal data you provide us with for other specific purposes such as verifying your identity.

Keeping your personal data secure

We have security measures in place including physical, technical and administrative safeguards to protect the integrity, confidentiality and security of your personal data.

Appropriate technical and organisational policies, procedures and practices are used to protect your personal data from loss, misuse and unauthorised access.

Retention of your personal data

We are required to retain your personal data in certain instances for legal and compliance purposes and where a statutory retention period applies. Where your personal data is retained, it is kept secure at all times and disposed of securely upon reaching its retention period. The same retention period applies to both paper and electronic records.

Sharing your personal data

We will share your personal data from time to time with third parties for specific purposes such as:

- with regulatory authorities or with law enforcement agencies;
- with service providers such as IT contractors or other relevant business advisors, all of whom are bound by a duty of confidentiality;

Where we outsource the processing of personal data, we do so under contract only.

Your privacy rights

As a data subject, you have a number of rights regarding the personal data we collect, process and store, including the right to:

- have us provide you with transparent information regarding our processing;
- be kept informed. This includes details on how your data is collected, used and stored;
- request a copy of your personal data by way of subject access request;
- not be subjected to automated decision making without human intervention being available;
- rectify and update your personal data;
- request erasure of your personal data;
- withdraw consent provided to us for processing your personal data;
- object to the processing of your personal data;
- restrict the processing of your personal data; and
- portability of your personal data.

Please note that the above rights are not absolute, and some restrictions and limitations may apply.

Please see below details on how to contact us in order to exercise any of your rights. You also have the right to lodge a complaint with the relevant supervisory authority, which in Ireland is, the Data Protection Commission (<https://www.dataprotection.ie>)

How to contact us

If you have any questions, concerns or suggestions related to our Privacy Notice, you can contact us using the below details. Alternatively, you can refer to the more detailed long form Privacy Policy which is available upon request.

Email: info@nfg.ie
Address: Newtown, Waterford.
Phone Number: 051 859999