



**POLLOCK &
GALBRAITH**
Consulting
Actuaries

PRIVACY NOTICE

Pollock & Galbraith as Expert Witness or Expert Adviser and your data

Pollock & Galbraith takes looking after your personal information (known as “data”) very seriously. We are committed to ensuring that your personal data is only used for the specific purposes set out below and that it is secure at all times. Pollock & Galbraith is a Data Controller when providing expert witness services. We only process personal information on the instruction of an instructing solicitor. We are also legally responsible for complying with data protection laws.

We have been instructed by your solicitors, or other professional advisers, to perform the actuarial calculations that they require. Our services are required in cases of personal injury, fatal accidents, Employment Tribunals, trust and probate matters or family law proceedings.

Where did we get your data from?

Our instructing solicitor gives us details of your data.

How will Pollock & Galbraith use your data?

Pollock & Galbraith have what is called a “legitimate interest” to process your data, through an appointment by our instructing solicitor to provide expert witness or advisory services. Your data will only be used in accordance with this appointment and only if it is necessary for us to undertake these services.

Your data will only be used by Pollock & Galbraith for the purpose of undertaking the actuarial calculations that have been requested by your solicitor or other professional adviser.

What information do we need and why?

We do not ask you for any information directly. The only information we process is that provided by our instructing solicitor. The information required will vary depending on the nature of the instructions but may include dates of birth, employment details and medical information.

Who do Pollock & Galbraith share your data with?

We may be obliged to share your data with law enforcement and fraud prevention agencies (subject to any requests being legally made) but we will need your consent (or that of your personal representative) to share your data with anybody else. Your data will not be transferred to anyone outside the European Economic Area.

What are your rights?

You have the right to:

- Request copies of the personal data we hold about you and we will provide that within one calendar month. If you wish to do so you should contact us at the address below.
- Correct any information that is incorrect, inaccurate or incomplete.
- Restrict what we do with your information until we correct it or if you believe we are using your data unlawfully.
- Object to our processing based on legitimate interests: however, you must have grounds to object based on your particular situation.

The Fairmile Building, Sandbank Business Park, Dunoon, Argyll, PA23 8PB

T: 03331 100352 E: john@pollock-galbraith.co.uk

www.pollock-galbraith.co.uk

Pollock & Galbraith has formal documented Information Security and Data Protection policies that set out the security measures currently implemented and maintained. These core policies are supported by additional policies concerning the physical security of our offices and acceptable usage of email, internet facilities and telephone. Copies of these policies are available on request.

How long do we keep the information for?

We retain your information only to demonstrate that Pollock & Galbraith is meeting its contractual and legal obligations. This means that we keep all of your information whilst we provide a service to our instructing solicitor and until any possible legal responsibilities or liabilities have ended. In practice this means that we will normally hold your information only until the case has completed, and thereafter only retain the letter of instruction, correspondence, our calculations and our report. These will be destroyed confidentially after 10 years. Any other information will be deleted upon termination of the action. A copy of our retention policy is available on request.

How to complain

If you are not happy with how we process your data, you will have the right to complain to the Information Commissioner and we can provide details about how to do that.

Contacting Pollock & Galbraith

Dr John Pollock
Pollock & Galbraith
Consulting Actuaries
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