

# **Actuaries for Lawyers Privacy Policy**

At Actuaries for Lawyers we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who use our services, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Any questions regarding this Policy and our privacy practices should be sent in writing to: Data Protection Officer, Actuaries for Lawyers, 24 Victoria Street, Wetherby LS22 6RE.

## **Who are we**

Actuaries for Lawyers is a specialist firm of actuaries and consultants assisting both the legal profession and members of the public in areas relating to the pensions aspects of legal settlements, including splitting pensions on divorce and loss of pension rights due to personal injury or unfair dismissal. Our address is Actuaries for Lawyers, 24 Victoria Street, Wetherby LS22 6RE.

## **How is your information used?**

We may use your information to:

- obtain information relating to your pension rights from your pension providers, but only to the extent that this is required to complete a pension report which we have been instructed to prepare;
- process annuity quotations including, where relevant, enhanced annuity quotations due to lifestyle or medical disclosures to assist with the preparation of your report;
- carry out our obligations arising from any contracts entered into between you and us;

## **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may transfer your personal information to a third party where it is considered necessary to obtain an annuity quotation to assist in the preparation of your report, or if we are under a duty to disclose or share your personal data in order to comply with any legal obligation. We will also use your personal information in order to provide verification of our authority to your pension providers where applicable, and to obtain information from them on your behalf when required.

## **Security precautions in place to protect the loss or misuse of your information**

When you give us personal information we take steps to ensure that it is treated securely. Any sensitive information that we send via email is encrypted.

Non-sensitive details are transmitted normally over the Internet and this can never be guaranteed to be 100% secure. As a result, whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us and you do so at your own risk. Once we receive your information we make our best effort to ensure its security on our systems. Where we have given a password which enables you to access your final report, you are responsible for keeping this password confidential.

## **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in September 2017.