

**Riley Safer Holmes & Cancila LLP**  
**EU Privacy Notice**

Updated: May 25, 2018

**What is the scope of this Notice?**

This Notice describes how Riley Safer Holmes & Cancila (“RSHC”) collects and uses your Personal Data in accordance with the European Union General Data Protection Regulation (“GDPR”). As the Data Controller, RSHC is committed to protecting your privacy rights. If you have questions regarding this Notice, please contact [tsquillo@rshc-law.com](mailto:tsquillo@rshc-law.com).

**How does RSHC obtain Personal Data?**

RSHC may obtain your Personal Data in multiple ways. In many instances, we obtain your Personal Data directly from you and with your express consent. In other instances, we may obtain your Personal Data from a third-party, such as our clients, advisors, government agencies, or publicly available records.

**What Personal Data does RSHC collect?**

We collect and use different types of Personal Data such as:

- Name
- Address (work and home)
- Email address (work and home)
- Telephone number (work, home and mobile)
- Organization/Job title

**How does RSHC use Personal Data?**

We use Personal Data in connection with the legal services we provide to our clients. The legal basis for processing this data will generally either be your express consent or our legitimate interest to provide legal services to our clients.

We also use Personal Data outside of the direct provision of legal services in the following ways:

- To send industry updates and marketing communications. The legal basis for processing this data will generally either be your express consent or our legitimate interest to provide you with information you need and services you request and to efficiently communicate with our client where you are the contact person for our client.
- To register for events and send event-related materials. The legal basis for processing this data will generally either be your express consent or our legitimate interest to enable attendance at our events.
- To obtain and maintain current contact data for our records. The legal basis for processing this data will generally either be your express consent or our legitimate interest to ensure the integrity of our contact records.

### **How is Personal Data shared?**

Personal Data may be used by our partners and staff members for the purposes described above or other accounting or administrative purposes.

### **How long will Personal Data be retained by RSHC?**

RSHC will retain Personal Data for as long as necessary to fulfill the purposes for which it was collected, including any legal, accounting or reporting requirements. We consider the nature and potential risk of harm from unauthorized use of the Personal Data when determining the appropriate retention period for Personal Data, along with any applicable legal requirements.

### **What are your rights under the GDPR?**

The GDPR generally affords individuals a number of rights. Key rights include the following:

- Access to your Personal Data. You may request a summary or copy of your Personal Data that is retained or processed by RSHC.
- Rectification of your Personal Data. You may request that RSHC update your Personal Data if it is inaccurate or incomplete.
- Erasure of your Personal Data. You may request that RSHC erase your Personal Data from our systems.
- Withdraw consent to Process your Personal Data. Where processing is based on your consent, you may withdraw your consent at any time.

You also have the right, at any time, to lodge a complaint about the processing activities of your Personal Data by us with applicable data protection authorities.

For further information on your rights and exceptions to those rights is available from applicable data protection authorities, such as the United Kingdom Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you would like to exercise any of these rights with regards to your Personal Data, please email us at [tsquillo@rshc-law.com](mailto:tsquillo@rshc-law.com).