

## Privacy Notice

MGC DentoLegal is committed to protecting your privacy. We want to be completely transparent about the purposes for which we collect and use your personal information. This Notice sets out our data processing practices and your rights and options regarding the ways in which your personal information is used and collected (including through our website [mgcdentolegal.com](https://mgcdentolegal.com)).

### (1) Introduction

As a Data Controller we will be using personal data, have specific obligations under GDPR, and are legally obliged to protect any data collected, generated or otherwise processed. If you have any questions about how we use your personal information and how we comply with our responsibilities, please contact us as follows:

Email: [office@mgcdentolegal.com](mailto:office@mgcdentolegal.com)

In writing: MGC DentoLegal, Rutland House, 23-25 Friar Lane, Leicester, LE1 5QQ

### (2) How we collect your data

We may collect personal information about you from a number of sources:

- a. When you give it to us **directly**, for example, when you interact with us.
- b. When we obtain it **indirectly**, for example when your personal information is shared with us.
- c. When we obtain it from **public sources**, for example via legal directories and social media.

### (3) How we collect your data

The personal information includes, but is not limited to, your name, job title, work email address, mobile telephone number, organisation's name, records of our communications with you, and your marketing preferences, including any consents you have given us.

*Special categories of data:* Data protection law recognises certain categories of personal information as sensitive and therefore requiring more protection. These categories include health data. We will hold sensitive health data that has been provided by you about your 'client', including medical records. We will only process this data if there is a valid reason for doing so and where the law allows us to do so, for example, reviewing medical records for the purpose of preparing an expert report.

### (4) How we use your data

We use your personal information in order to provide our services and run our business. This includes sending you information that you have requested via email, telephone or other means; and to facilitate entering into a contract with you. We have set out below the specific ways in which that personal information is processed by us, and the legal bases which permit us to do this.

### (5) Lawful processing of your data

We are required to rely on one or more lawful grounds to collect and use the personal information that we have outlined above. We consider the grounds listed below to be relevant:

- a. **Legitimate interests:** Applicable law allows us to collect and use personal information for our legitimate interests, where the use of your personal information is fair, balanced and does not unduly impact your rights. We rely on this ground to process your personal information when we believe that it is more practical or appropriate than asking for your consent.
- b. **Consent:** You are not obliged to provide your consent when asked, and always have the right to withdraw your consent once given.
- c. **Contract:** Where it is necessary to use your personal information to fulfil a contract with you or to take steps at your request prior to entering into one.

- d. **Legal obligation:** Where the processing of your personal information is necessary for us to comply with a legal obligation to which we are subject.

**(6) How to stop or change how we communicate with you**

If at any time you wish to stop or change how we communicate with you, please contact [office@mgcdentolegal.com](mailto:office@mgcdentolegal.com)

**(7) Sharing your data**

We share your personal information:

- With third party service providers who process your information on our behalf for the purposes above, such as IT hosting providers and payment service providers.

We reserve the right to disclose your personal information to third parties:

- With our professional advisors, where necessary to protect our interests.
- If we are under any legal or regulatory obligation to do so.
- In connection with any legal proceedings or prospective legal proceedings, in order to establish, exercise or defend our legal rights.

**(8) Retention of data**

We will only keep data for as long as is reasonably necessary for the purposes for which we have collected it, and in order to comply with any statutory or regulatory obligations in relation to data retention. We respect requests to stop processing your personal data for any marketing purposes. This includes keeping a record of your request indefinitely so that we can respect your request in future. All sensitive client data will be deleted upon your request at the end of our involvement.

**(9) Your rights**

You have the right to request access to, the correction of or erasure of your personal information; the right to restrict processing of your personal information; and the right to object to the processing of your personal information. You have the right to object to your personal information being used where we process it on the basis of our legitimate interests, use it for any direct marketing, or use it for research purposes. You have the right to lodge a complaint regarding our processing of your personal information with the Information Commissioner's Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

**(10) Updating this Privacy Notice**

We may update this Notice. If we update this Notice in a way that significantly changes how we use your personal information, we will bring these changes to your attention where reasonably possible. Otherwise, you can access the latest version of this Notice on our website.

Version: 1.0

Dated: April 2025