

PRIVACY NOTICE - Sarah Louise Scott

“Sarah Louise Scott” is a notarial business registered with the Information Commissioner’s office (ICO) under number ZA433325. I collect, use and am responsible for certain personal information about you. When I do so I am regulated under the General Data Protection Regulation which applies across the European Union (including the United Kingdom) and I am responsible as “controller” of that personal information for the purposes of those laws.

Key terms

Personal data – Any information relating to an identified or identifiable individual.

Special category personal data – Personal data revealing racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership; Genetic and biometric data; Data concerning health, sex life or sexual orientation.

The personal information I collect and use

Information collected by me – In the course of the notarial services I provide to you, I collect the following personal information when you provide it to me:

Personal data I collect	Personal data we collect depending on why you have instructed us
<ul style="list-style-type: none">▪ Your name, address and telephone number▪ Information to enable me to check and verify your identity, e.g. your date of birth or passport details▪ Electronic contact details, e.g. your email address and mobile phone number▪ Information relating to the matter in which you are seeking assistance on.▪ Information about your use of our IT, communication and other systems.	<ul style="list-style-type: none">▪ Your financial details so far as relevant to your instructions.▪ Your National Insurance and tax details▪ Your bank and/or building society details▪ Details of your professional online presence, e.g. LinkedIn profile▪ Details of your spouse/partner and dependents or other family members, e.g. if you instruct me on a family matter or a will.▪ Your employment status and details including your salary and benefits, e.g. if you instruct me on a matter related to your employment or in which your employment status or income is relevant.▪ Details of your pension arrangements, e.g. if you instruct me in relation to financial arrangements.▪ Your employment records including, where relevant, records relating to sickness and attendance, performance, disciplinary, conduct and grievances (including relevant special category personal data), e.g. if you instruct me on a matter related to your employment or in which employment records are relevant.▪ Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs, e.g. if you instruct me on an application to marry abroad.

	<ul style="list-style-type: none"> ▪ Personal identifying information, such as hair or eye colour or your parents' names, e.g. if you instruct me to assist in a passport application.
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The personal data is required to enable me to provide our service to you. If you do not provide personal data I ask for, it may delay or prevent me from providing services to you.

Information collected from other sources – I collect most of this information from you, direct. However, we may also collect information:

- from publicly accessible sources, e.g. Companies House or HM Land Registry.
- directly from a third party, e.g. client due diligence providers.
- from a third party with your consent, e.g.
 - your bank or building society, another financial institution or advisor
 - consultants and other professionals we may engage in relation to your matter
 - your employer and/or trade union, professional body or pension administrators
 - your doctors, medical and occupational health professionals
- via wga website – we use cookies on our website (for more information on cookies, please see our website for our cookies policy)

How and why I use your personal information

Under data protection law, I can only use your personal data if I have a proper reason for doing so, e.g.:

- to comply with my notarial and regulatory obligations;
- for the performance of my contract with you or to take steps at your request before entering into a contract;
- for my legitimate interests of those of a third party; or
- where you have given consent.

A legitimate interest is when I have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

The table below explains what we use your personal data for and our reasons for doing so:

What we use your personal data for	Our Reasons
To provide notarial services to you	For the performance of my contract with you or to take steps at your request before entering into a contract.
Conducting checks to identify my clients and verify their identity Screening for financial and other sanctions or embargoes Other processing necessary to comply with professional, notarial and regulatory obligations that apply to my business, e.g. under health and safety regulations or rules issued by my professional regulator	To comply with our notarial and regulatory obligations
Gathering and providing information required by or	To comply with our notarial and regulatory obligations

relating to audits, enquiries or investigations by regulatory bodies	
Updating client records	For the performance of our contract with you or to take steps at your request before entering into a contract. To comply with our notarial and regulatory obligations. For our legitimate interest or those of a third party, e.g. making sure we can keep in touch with our clients about existing and new services.
Statutory returns	To comply with our notarial and regulatory obligations

The above table does not apply to special category personal data, which I will only process with explicit consent.

Who I share your personal information with

We routinely share personal data with:

- professional advisors who we instruct on your behalf or refer you to, e.g. your lawyer abroad, legalisation agents, the FCDO, the embassy where you require legalisation, accountants, tax advisers or other experts.
- other third parties where necessary to carry out your instructions, e.g. Companies House or HM Revenue and Customs.
- credit reference agencies
- our insurers and brokers
- external auditors, e.g. in relation to the audit of my accounts.
- my banks

I will share personal information with law enforcement or other authorities if required by applicable law.

I will not share your personal information with any other third party.

How long your personal information will be kept

I will keep your personal data after I have finished advising or acting for you. I will do so for one of these reasons:

- to respond to any questions, complaints or claims made by you or on your behalf.
- to show we treated you fairly.
- To keep records required by law.

Your rights

Under the General Data Protection Regulation, you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how I use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require me to correct mistakes in your information which I hold
- require the erasure of personal information concerning you in certain situations

- receive the personal information concerning you which you have provided to me, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations.
- object at any time to the processing of personal information concerning you for direct marketing.
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- object in certain situations to my continued processing of personal information.
- otherwise, restrict my processing of your personal information in certain circumstances.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulation.

If you would like to exercise any of those rights, please:

- email, call or write to Sarah Scott, Ward Gethin Archer, 10 Tuesday Market Place, King's Lynn, Norfolk, PE30 1JT, telephone number (01553) 660033, email sarah.scott@wardgethinarcher.co.uk
- let me have enough information to identify you
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which you request relates, including any account or reference numbers, if you have them.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit www.getsafeonline.org. Get Safe Online is supported by HM Government and leading businesses.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 1231113.

Dated 16/12/25

