

Privacy Policy

Fietta LLP is a data controller for the purposes of the applicable data protection laws. We are committed to protecting and respecting your privacy, lawful treatment of personal information, and will only use personal information as set out in this Privacy Policy.

We gather and process your personal information in accordance with this Privacy Policy and in compliance with the relevant data protection regulations and laws. This policy provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Types of personal information that we collect

The types of personal information that we collect will depend on the purpose of your communication with us and your relationship with us. We may, for example, collect from you:

- Personal contact details, including your name, addresses and telephone numbers.
- Other personal information such as date of birth, passport details and dietary requirements.
- Your professional affiliations and place of work.
- Your communication preferences.
- Information we may require for the purposes of our client intake or engagement procedures.
- Personal financial information, including bank account details.

We will not collect any unnecessary personal information from you.

How we collect information

You are not required to provide your personal information. You may choose to provide your personal information by submitting your information through our careers portal (by emailing careers@fiettalaw.com), through our information portal (by emailing info@fiettalaw.com), or through direct contact with one or more of our principal, partner, counsel, associates or other members of staff.

We may also collect personal information in the course of our engagement procedures, in providing our services, email communications, communications at meetings (both online and in-person), conferences and other such events, and through job applications.

How we use this information

We take your privacy seriously and will never disclose your data without your consent, unless required to do so by law or for another legitimate purpose such as those specified in this Privacy Policy.

Personal data is used for the purposes for which you give your consent. We may use your personal data to:

- Perform a contract or provide, manage, administer or improve our services.
- Provide information requested by you.
- Promote our services.
- Assess job applications.
- Comply with our legal or regulatory obligations.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Data retention

We only retain your data for as long as is necessary and do so in accordance with our engagement and other policies, applicable data protection laws and other legal and regulatory requirements.

Security

We have in place appropriate measures and systems that are intended to protect the personal information we collect about you from unauthorised or unlawful access, use, disclosure, alteration or destruction, consistent with the applicable data protection laws.

We endeavour to take reasonable steps to protect your personal information.

We cannot guarantee the security of any data you disclose online. Email is not a secure medium and may not be suitable for sending confidential or sensitive information. By providing information online, you accept the security risks of providing information over the internet and will not hold us responsible for any breach of security, unless it is due to our negligence or willful default.

Sharing your personal information

We do not share or otherwise disclose your personal information without your consent, unless it is for a purpose identified in this Privacy Policy or required under relevant laws and regulations.

We may share your personal information with:

- Third party service providers and vendors that we engage to provide us with services, including our professional advisers and auditors, technology service providers, translators.
- Other counsel, consultants and other third parties whom we instruct or engage in connection with the provision of our services.

- State, regulatory and other authorities, courts, tribunals or other third parties if we consider it necessary or appropriate under applicable laws and regulations.

Confidentiality and security

Fietta LLP acknowledges that the information you provide may be confidential. We will maintain the confidentiality of and protect your information in accordance with the firm's procedures, policies and all applicable laws and regulations.

Your rights

We have a legal obligation to ensure that your information is kept accurate and up to date. Please assist us to comply with this obligation by ensuring that you inform us of any changes to your information.

You may have the right under data protection laws to:

- Request access to your personal information.
- Request details of the information we hold about you.
- Request that we correct and/or complete your personal information that we have in our records.
- Request that we erase your personal information or restrict processing in accordance with data protection laws.
- Object to our processing of your personal information: (i) for direct marketing purposes; and (ii) where the legal ground of such processing is necessary for legitimate interests pursued by us or by a third party.
- Request that we transfer your personal information to a third party

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request. This is to ensure that your data is protected and kept secure.

We only process your personal information in compliance with this Privacy Policy and in accordance with the relevant data protection laws. Should you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your personal information, you have the right to lodge a complaint with the supervisory authority.

Conversion of the firm to an LLP

Any information about you held by Fietta was transferred to Fietta LLP on 1 June 2017. Fietta LLP will control and be responsible for that information from 1 June 2017 and will process, store,

use and share that information in accordance with this Privacy Policy, our practices and procedures and applicable laws and regulations.

Recruitment-specific policy

Your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Kept up to date; and
- Kept securely and only as long as necessary to serve its purposes.

In connection with your application we will collect, store and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae, covering letter, email or in other communications with staff members; and
- Any information you provide to us before, during or after an interview.

Revisions to this policy

- We may change this policy from time to time. You should check this Privacy Policy from time to time to ensure you are happy with any changes.

Contact information

If you have any comments or questions in connection with this Privacy Policy, or should you require further information on our processing activities and your rights in relation to your personal information, you can contact us via email at info@fiettalaw.com