

Privacy Policy

This Privacy Policy explains how Dundon Callanan LLP ("we", "us", "our") collects, uses, stores, and protects your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988–2018.

1. Who We Are

Dundon Callanan LLP is a legal services provider regulated by the Legal Services Regulatory Authority. We are committed to ensuring the privacy and confidentiality of your personal data.

Contact Details:

Dundon Callanan LLP

17 The Crescent, Limerick, V94 FXT7

Phone: 061-411022

Email: reception@dundpncallanan.ie

Data Protection Officer (DPO): Available upon request

2. What Personal Data We Collect

We may collect and process the following types of personal data:

- **Identification data:** Name, address, date of birth, PPS number, passport or driver's licence.
- **Contact data:** Phone numbers, email address.
- **Financial data:** Bank account details, payment information, billing data.
- **Case-related data:** Information relevant to your legal matter including contracts, court filings, and correspondence.
- **Special categories of data** (only when required): Health information, criminal convictions, or other sensitive data, subject to strict controls.

3. How We Collect Your Data

We collect data:

- Directly from you (e.g., during consultations or via our website).
- From third parties with your consent or where legally permitted (e.g., solicitors, financial institutions, public authorities).

4. Legal Basis for Processing

We process your data based on one or more of the following legal grounds:

- Performance of a contract (Article 6(1)(b) GDPR)
- Compliance with a legal obligation (Article 6(1)(c))
- Legitimate interests (Article 6(1)(f))
- Consent (Article 6(1)(a))
- Protection of vital interests (Article 6(1)(d)) in rare emergency situations
- For the establishment, exercise, or defence of legal claims (Article 9(2)(f) for special categories)

5. How We Use Your Data

Your personal data is used to:

- Provide legal advice and services
- Manage billing and payments
- Communicate with you
- Meet our legal and regulatory obligations
- Respond to court orders or legal requests
- Improve our services and website

6. Sharing Your Data

We only share your data when necessary and with appropriate safeguards in place. Data may be shared with:

- Courts and tribunals
- Legal counsel and experts
- Regulatory and enforcement bodies
- Financial institutions
- IT and document management service providers
- Other parties with your consent

We do not sell your data.

7. International Transfers

Where personal data is transferred outside the European Economic Area (EEA), we ensure appropriate safeguards are in place (e.g., Standard Contractual Clauses or adequacy decisions).

8. How Long We Retain Your Data

We retain your data only for as long as necessary to fulfil the purposes outlined above, and in accordance with legal and regulatory obligations. This is typically 6–13 years after the conclusion of your legal matter.

In certain circumstances we may retain your data if we deem it necessary to continue to serve your needs into the future.

9. Your Rights

You have the following rights under GDPR:

- Right to access your data
- Right to rectification of inaccurate data
- Right to erasure (in certain circumstances)
- Right to restrict processing
- Right to data portability
- Right to object to processing
- Right to withdraw consent at any time (if processing is based on consent)
- Right to lodge a complaint with the **Data Protection Commission** (www.dataprotection.ie)

To exercise any of these rights, please contact our DPO at reception@dundoncallanan.ie

10. Security Measures

We employ appropriate technical and organisational measures to protect personal data, including encryption, secure servers, access controls, and staff training.

11. Updates to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website and, where appropriate, notified to you directly.