

Privacy Policy

Introduction

LegalMEx Ltd are committed to protecting and respecting your privacy. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally on our website to ensure that you're happy with any changes. By using our website, you agree to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent to our Data Controller. You can do this:

By email to: enquiries@legalmex.co.uk

By telephone: 07786 327 978

By writing to: LegalMEx, First Floor Offices, 21 Radnor Street, Hulme, Manchester, M15 5RD

Who we are

We are a team of dental professionals who work as Expert Witnesses and are passionate about providing the highest possible standards of care and expertise to assist you in carrying out your legal action.

To ensure we can provide your care safely and effectively, we need to be certain that we have correctly addressed your needs and wishes, answered your questions and also have taken account your client's medical history and any treatment that they are undergoing as this may affect how we complete the legal report.

Your client's care may involve several members of our team at this practice and we want to assure you that all members of our team will respect the confidential nature of the information that you have provided and will always protect it from being used by others in an unauthorised way.

You can choose to stop email, telephone calls, addressed post and/or text messages directed to you by contacting Becky on 07786 327 978 or by email to enquiries@legalmex.co.uk.

Where do we collect information about you?

We collect information about your business and your client in the following ways:

When you give it to us DIRECTLY

We obtain information about your client when they:

- Attend our practice as a patient
- You instruct us to complete a report on behalf of your client, with or without an examination
- Complete documentation such as a Medical History form
- Agree to or request referral to other professionals
- Receive support from us by contacting us by telephone, text or email

When you give permission to OTHER ORGANISATIONS to share

- If you permit other organisations to give us information such as when you instruct a solicitor or agency to act on your behalf.

What type of information

The type and quantity of information we collect and how we use it depends on why you are providing it.

Typically, the basic personal information we collect about your client might include:

- **Their name**
- **Their contact details**
- **Their email address**
- **Their telephone number**
- **Their GP name and practice address**
- **Their next of kin or carer contact details**
- **Their previous medical records**

If they use our website we collect any information you provide when filling out our contact form.

How do we use your information?

- We process and use the client's information to provide you with a medico legal report and a dental examination, where necessary.
- We collect your IP address to monitor website performance.

How long do we keep this information?

- We keep yours and your client's information until the case is complete...
 - Examination record including radiographs and photographs – 11 years or until age 25
 - Previous medical records – Destroyed after case completion or returned to solicitors
 - Medico Legal Report and associated correspondence – Kept for 10 years after case completion.

How do we keep this information safe?

- When you give us personal information, we take steps to ensure that there are appropriate technical measures in place to protect it. Access is restricted only to those who are entitled to see the data, our online communication with solicitors, other dental professionals and medico legal agencies, is always encrypted and our network is protected and routinely monitored.

Who has access to this information?

- Professor Paul Tipton – Director



- Mrs Sharron Tipton – Accounts
- Mr Jack Tipton – Director
- Miss Becky Tipton – Administrator

Your Rights

- You have a right to ask us to stop processing your personal data and, if it's not necessary for the purpose you provided it to us (e.g. to provide you with medico legal services) we will do so.
- You have a right to ask for a copy of the information we hold about you. If you want to access your information, send an e-mail, to enquiries@legalmex.co.uk.
- Alternatively, you can put your request in writing to: LegalMEx, First Floor Offices, 21 Radnor Street, Hulme, Manchester, M15 5RD
- You have a right to have any incorrect information to be corrected. If there are any discrepancies in the information we provide, please let us know and we will correct them.
- You have a right to choose whether or not you wish to receive information from us.

How you can access your information

If you would like to access the information we hold about you, please:

Send an e-mail, to enquiries@legalmex.co.uk

Write to: LegalMEx, 1st Floor Offices, 21 Radnor Street, Hulme, Manchester, M15 5RD

Marketing preferences

If you are updating your preferences, we need your name and address to make sure we update the right information.

Contact us

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By writing to: LegalMEx, 1st Floor Offices, 21 Radnor Street, Hulme, Manchester, M15 5RD