



# EMPIRA

## Privacy Notice

### Introduction

Empira Limited is registered in England and Wales, with Company Number 13256532, and our registered office is;

Unit B

1<sup>st</sup> Floor

210 Cygnet Court

Centre Park

Warrington

WA1 1PP

We appreciate the importance of processing personal data and keeping it secure. This Privacy Notice is to provide you with an understanding of when and why we collect personal data, how and why the data is processed, what we do with it, the conditions in which it may be disclosed to others, how it is kept secure, and what your rights are in relation to it.

Empira Limited is registered with the Information Commissioner under registration number ZB014680.

### What type of information we have

We hold and process only the information we need to pursue our clients' debts, such as details as to how the debt arose, any evidence in support of the same, and information in relation to the enforcement of it.

We collect and process the following information;

- Personal identifiers, contacts and characteristics, for example;
  - Name
  - Address
  - Contact telephone number
- Vehicle Registration Marks and Vehicle Keeper data
- Evidence in support of the debt we are instructed to pursue
- Information you provide to us or our client regarding the debt, or when making payment
- Video recordings that may have been taken during a visit from an authorised High Court Enforcement Officer
- Recordings of telephone calls
- Copies of correspondence sent and received
- Details of Court Hearings and Judgments
- Information about how you access our systems, such as IP addresses

\*This list is not exhaustive

#### How do we obtain the information and why do we process it?

We process personal data for the recovery of debts or other civil claims, which our clients' are entitled to pursue.

We receive information from both private and public bodies, to whom monies are owed. We also receive and process data from individuals whom contact us about their debts, as well as through enquiries with third parties, such as Credit Reference Agencies.

As defined within the General Data Protection Regulations, there must be a lawful basis in which we process personal data.

Our lawful basis to process data is Legitimate Interest.

We have a legitimate interest to process personal data in furtherance of our contractual obligations to our clients, for our own regulatory accounting purposes and to assist our clients to enforce their legal rights.

Most personal data we process is provided to us directly by our clients for one of the following reasons;

- Because they maintain that a debt is owed to them which has not been paid
- Because they are responsible for recovering monies as part of their public duty

\*This is list is not exhaustive

We also receive personal data indirectly, from the following sources, in the following scenarios;

- We receive information from the Register of Judgments, Orders and Fines.
- We receive information from Credit Reference Agencies
- We receive information from the DVLA as to the registered keeper details of a vehicle, albeit this information is ordinarily supplied to us by our clients

\*This list is not exhaustive

#### What we do with the information

We use the personal data we hold to pursue our clients' legal rights to recover the monies owed to them or that they are otherwise entitled to collect.

We use the information to correspond with our client and with other people on behalf of our clients, in pursuance of their legal rights. We share information with the Court Service, our clients and their Solicitors or other professional advisors.

We also provide information to other companies that provide professional services to us, such as;

- Printing Companies
- Mail Providers
- IT Services
- Credit Reference Agencies
- Tracing Agents

\*This list is not exhaustive

Information is securely stored on our Case Management System, and information is usually transferred via Secure File Transfer Protocol (SFTP) or via a Secure Application Programming Interface (API).

We may also share information with Supervisory Authorities, if for instance they are investigating a complaint, for example;

- The Information Commissioner's Office
- Professional Regulators
- Professional Membership Bodies

We do not utilise automated profiling or automated decision making.

#### How we store information?

All information is securely stored, electronically, on secure servers, located within the EU. We do not store any information outside of the EU.

We may occasionally hold hard copy documents, but these are not normally retained and all information is usually stored electronically.

#### How long do we retain information?

We retain personal data for a period of no less than 6 years and no longer than 7 years, from the date in which an individual is involved in a matter, comes to a conclusion.

We will then securely dispose of the electronic data, by way of erasure.

#### Data Protection Rights

Under the General Data Protection Regulations/Data Protection Act 2018, a Data Subject has the following rights;

- The right of access
  - A data subject has the right to ask for copies of personal data in many circumstances, This is often referred to as a "Subject Access Request"
- The right to rectification
  - A data subject has the right to request rectification of any inaccurate or incomplete personal data.
- The right to erasure
  - A data subject has the right to request the erasure of personal data

Please note however, that the right to erasure does not apply where another legal obligation requires the information to be preserved. For insurance, if there is a legal obligation to keep financial records, when a case has been completed, and there is a need to retain information in the event of a legal claim being made.

- The right to the restriction of processing
  - A data subject has the right to request a restriction on the processing of personal data, in certain circumstances.

Please note however, that the right to the restriction of processing data does not apply when there is an overriding legitimate ground to process the personal data, for instance during current or current pending debt recovery action.

- The right to object to processing

- A data subject has the right to object to the processing of personal data, in certain circumstances.

Please note however, that the right to object to the processing of personal data does not apply when there is an overriding legitimate ground to process the personal data, for instance during current or current pending debt recovery action.

- The right to data portability
  - A data subject has the right to request data portability

Please note however, if a service is not provided to you, i.e. if you are not a client, the right to data portability does not apply

No charge is applied for exercising the above rights, and if you make such a request, we shall respond to you, without delay, and within one month.

All requests can be made via the following methods

Telephone; 01925 984 020

Email; [DataProtectionOfficer@Empira.co.uk](mailto:DataProtectionOfficer@Empira.co.uk)

Post; Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

#### How to make a complaint

Any complaints can be raised to us in the first instance to our Data Protection Officer;

Email; [DataProtectionOfficer@Empira.co.uk](mailto:DataProtectionOfficer@Empira.co.uk)

Post; Unit B  
1<sup>st</sup> Floor  
210 Cygnet Court  
Centre Park  
Warrington  
WA1 1PP

Alternatively, complaints can be made to the Supervisory Authority, The Information Commissioner;

The Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow

Cheshire

SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

0303 123 1113