

## **PRIVACY NOTICE - INDIVIDUAL EXPERT WITNESSES**

1. MAPS Medical Reporting is the trading name of Medical and Professional Services Ltd, a company registered in England and Wales under number 3594950.
2. The company trades from 5<sup>th</sup> floor, 333 Edgware Road, Colindale, London NW9 6TD. Our telephone number is 0208 420 6363 and any email for our Data Protection Officer can be sent to [info@maps-medical.co.uk](mailto:info@maps-medical.co.uk) quoting 'Data Protection Issue' in the email subject line.
3. As a medical reporting organisation (MRO) we obtain medical reports and related services for law firms who wish to obtain medical evidence in support of legal claims brought by their clients, usually for personal injury or clinical negligence. We specialise in work for trade union members.
4. You have provided us with your personal data so that we can in turn provide your details and CV to our law firm customers to enable them to select a medico-legal expert witness to prepare a medical report for them in their particular case.
5. We therefore hold and process the panel expert's data to enable us to supply that to the prospective customers before they enter into a formal contract to supply a medico-legal report on a particular case.
6. Because we share this data with our main customer through their case management system, we have a contractual agreement with them that they are processors of that data for these purposes.
7. We also hold the data to enable us to deal with financial transactions with you and our customers so as to fulfil the contractual requirements of billing and payment and any related statutory obligations. We also use your data when we provide feedback on the medico legal aspect of your scope of practice, for your appraisal and revalidation processes; and provide information relevant to your continuing professional development.

8. You have certain specific legal rights in respect of our processing of your personal data. These can be summarised as the right to:

- be informed
- access
- rectification
- erasure
- restrict processing
- data portability
- object

You also have rights related to automated decision-making including profiling, and withdrawing consent, which are not relevant to the processing we do.

Full details of your rights and any limitations on them can be found at

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

9. We retain your data while you are a member of our panel of expert witnesses.

10. We never sell your data to third parties, nor is it used for marketing purposes, automated decision making or profiling. Your data is not sent to any country outside the European Economic Area (EEA) or to international organisations.

11. We are registered with the Information Commissioner's Office (ICO), number Z7060219. If you have any concern or complaint about how we handle your data that we cannot resolve, then you are able to raise this with the ICO. Their contact details are [www.ico.org.uk](http://www.ico.org.uk).