

KUNDERT SOLICITORS LLP
PRIVACY NOTICE

Data protection

We use the information you provide primarily for the provision of legal services to you and for related purposes including:

- Addressing correspondence and related documents to other parties and opponents in any litigation, as well as other agencies such as the courts or Government agencies where relevant to the work we are dealing with.
- Maintaining the financial and other personal information we are required to keep records of for clients under the professional rules we are subject to and by law including our obligations to HMRC.

Our use of that information is subject to your instructions, the EU General Data Protection Regulation 2018 and our professional duty of confidentiality. Our work for you may require us to give information to third parties such as expert witnesses and other professional advisers as well as government agencies such as HMRC or the Courts Service, depending on the nature of the work we are doing. Banks also have rights to demand to know the identity of clients that we are holding money for in our client account in certain circumstances.

The legal bases which are relevant to the work we undertake for you are mostly in order that we can satisfactorily perform the contract we have with you in order to protect our interests and those of our professional indemnity insurers in the event of a future claim. We are required by law to retain certain data including identity and address details in order that we can comply with the Government's anti-money laundering controls. We need your consent to send you future marketing information.

We do not envisage sending any of your personal data outside the UK or the EU.

You have a number of rights as a data subject including the right to:

- Be informed of the data we hold on you.
- Have any incorrect or out of date data rectified.
- Case to receive certain forms of communication or to restrict processing.
- Take your data elsewhere ("portability").
- Object to our use of data.

The person responsible for data protection is Paul Hughes. You have a right of access under data protection legislation to the personal data that we hold about you. If you would like to make a request to know about this please let us know, preferably in writing stating "data subject access request".

If you are unhappy about the way we are managing your data you have a right to object to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water

Lane, Wilmslow, Cheshire SK9 5AF (telephone 0303 123 1113). Please also see your rights to complain to the Legal Ombudsman set out in the Complaints Procedure and Terms of Business.

Other data protection issues to be addressed in our Terms of Business relate to:

- Storage of documents and data and periods of retention, Rule 40 of the Money Laundering Regulations 2017, requires five years.
- Audit access: External firms or organisations may conduct audits or quality checks on our practice including in relation to the Lexcel quality standard of the Law Society, CQS (Conveyancing Quality Scheme), Investors in People or the Legal Aid Agency. These external organisations are required to maintain confidentiality in relation to your files. Please advise the person responsible for your matter if you would prefer for your papers to be withheld from inspection for these purposes. Work on your matter will not be affected in any way if you would prefer to withhold consent. Such a request should be in writing.
- We may from time to time wish to send you information which we think might be of interest to you. This might be information about developments to the law that might be important to you and/or information about our practice. In order for us to do so we need your consent. If you do provide consent now you may withdraw it at any time by notifying us in writing. If you would like to receive such information please tick this box: []