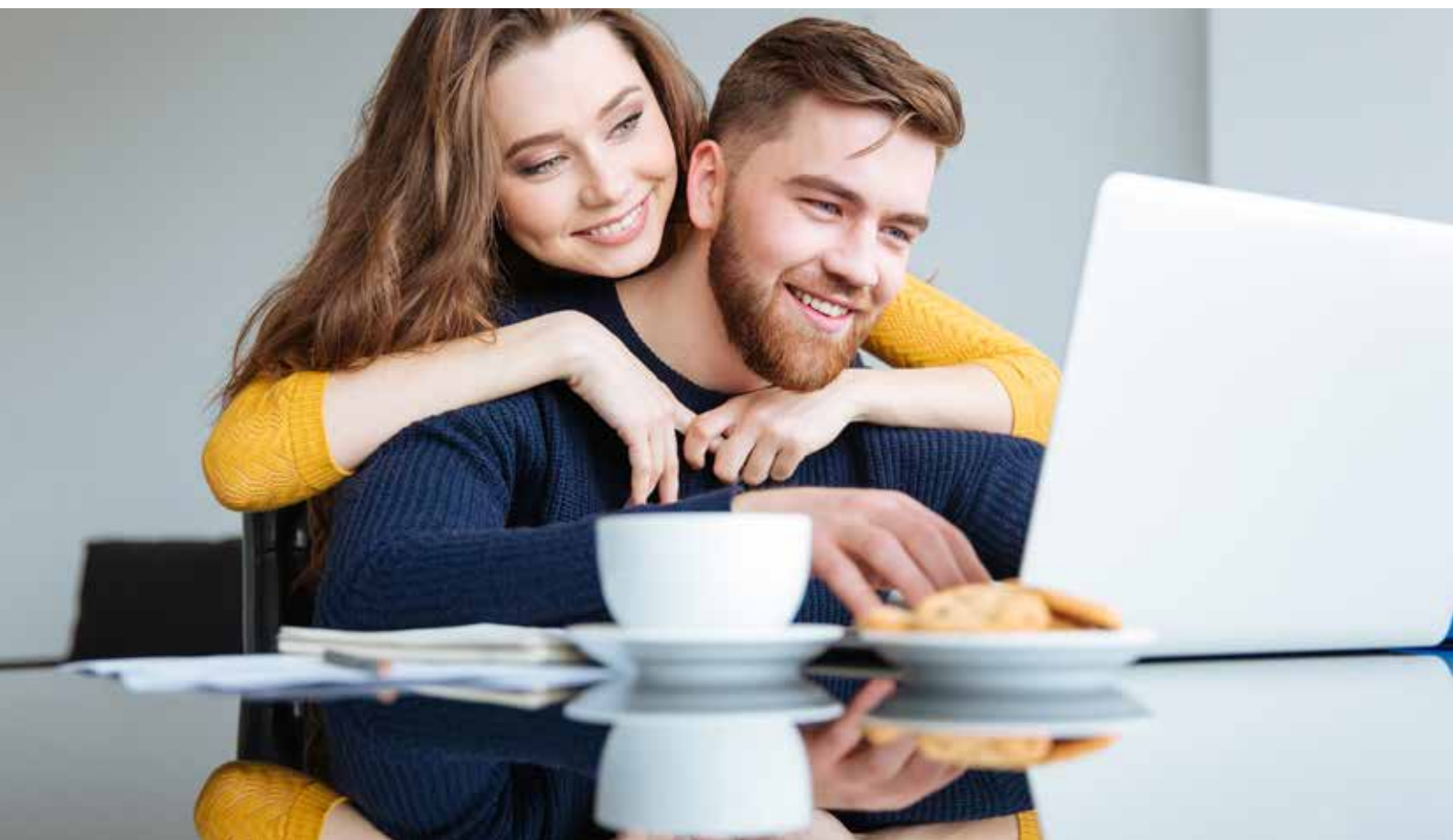


Privacy Notice



Privacy Notice

THIS PRIVACY NOTICE PROVIDES DETAILS OF THE PERSONAL DATA WE COLLECT FROM YOU, WHAT WE DO WITH IT, HOW YOU MIGHT ACCESS IT AND WHO IT MIGHT BE SHARED WITH.

1. At KWW Solicitors we take your privacy seriously.

We will use your personal information only to enable us to carry out your instructions and to provide the services you have requested from us. You will be asked to acknowledge this at the outset of our relationship when we share with you our terms and conditions. We offer an ongoing client communication service which takes the form of an occasional email designed to keep you up to date with important legal and consumer affairs and newsworthy developments in our firm. This service is provided only with your consent. All our emails have an unsubscribe facility if you no longer wish to receive them.

2. What personal data do we collect?

The personal data we collect depends on whether you just visit our website or use our services. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of the web pages, your browser type and settings, your operating system, the last web page you visited, the date transmitted and the access status and your IP address.

If you use our services, personal data is required to fulfil your instructions. Depending on our instructions we may require from you:

- Date of Birth
- Banking details
- Company Name
- Confidential Correspondence
- Digital Images
- Email, Social Networks
- Family
- Financial Details
- National Insurance Number
- Job Title
- Location Information
- Name
- Photographs together with Identifiers
- Telephone contact details
- Visual Images

This list is comprehensive but not exhaustive

3. Personal information which you supply to us may be used in a number of ways, typically:

- To deal with your enquiries and requests
- To conduct your legal work
- To manage and carry out our business
- To comply with any statutory or regulatory duties imposed on us by law
- To keep you informed of significant developments in the legal and consumer affairs spheres if you opt in to receive general mailing from us

4. We are committed to dealing with your personal information fairly and lawfully.

We will keep your file and personal data in accordance with our file retention policy, after which time it will be destroyed if we consider there is no legitimate reason for retaining the information. If you consent to receiving ongoing client communications, any information we use for this purpose will be retained by us until you notify us that you no longer wish to receive this information.

5. KWW Solicitors will not disclose any of your personal information, including personal sensitive data, to any third party without your permission, unless we believe we are under a legal obligation to do so or it is necessary to carry out your instructions.

6. We will need to disclose your personal information to an external verification service in order to confirm your identity. We will need to do this to comply with the needs of our regulators and to protect your interests.

7. You have the right to request a copy of the information we hold about you, in the format you would like at no cost. If any of the information we hold for you is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely. If you would like a copy of some or all of your personal information, please e-mail or write to us and address your e-mail or letter to the Managing Partner, KWW Solicitors, 70 Walton Road, East Molesey, Surrey KT8 0DL. E-mail: d.anstee@kww.co.uk

8. This privacy policy applies only to this firm's website so when you link to other websites, you should read their own privacy policies.

9. We keep our privacy policy under regular review and we will place any updates on this on our web page. This privacy policy was last updated on the 30th April 2018.



solicitors

Authorised and Regulated by the Solicitors Regulation Authority
www.sra.org.uk

Registration No. 00193231

Where to find us

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