

Data Privacy Notice

1. Consent and use of information

We are responsible for ensuring compliance with the laws relating to data protection and meeting the regulator's expectations with regards to information security. We collect information about you in order to deliver our services and for other reasons. In doing so, we take your privacy and our obligations very seriously.

In order to comply with our legal obligations and applicable regulatory requirements, we must obtain your consent to the use of your personal information.

If you provide us with any information which constitutes "personal data" (including any "sensitive personal data"), both you and we will treat such information at all times in accordance with the existing "Data Protection Laws" (meaning the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any laws or regulations implementing Council Directive (EC) 95/46 (Data Protection Directive or any similar or equivalent laws, regulations or rules relating to information or data about individuals in any jurisdiction outside the United Kingdom) and you agree that we and other Zuriel solicitors associates or nominee's may hold and process such information:

- (i) in order to provide our services to you;
- (ii) to facilitate the effective management, development or operation of the services Zuriel Solicitors provides and :
- (iii) In any country - including countries outside the European Economic Area, which may not have comparable data protection laws.

By submitting your information to us (including signing our terms of engagement letter, client care letter), by registering with our Online Services website and/or by completing an application for a job vacancy, you consent to the collection and use of your information by Zuriel solicitors in the ways outlined in this privacy notice, including any transfer outside the EEA, and confirm any information given by you is true and complete. You agree that you will not provide any information which constitutes personal data (including any sensitive personal data) to us unless you have ensured that you have obtained all necessary consents and provided any required notices (in particular informing data subjects that their personal data will be anonymised and used for analysis purposes), or that you are otherwise permitted to provide such information to us, so that such information you provide to us can be lawfully used or disclosed in the manner and for the purposes set out in this notice. You will also ensure that any such information you do provide to us is relevant for such purposes, and is reliable for its intended use, accurate, complete and current.

2. Purpose and transfers

We will at all times treat all confidential information we hold about you as private and confidential and protect it in the same way we would protect our own confidential information. We will not disclose any confidential information we hold about you to others without your prior consent except:

- (a) In the normal course of perfecting your instructions;

- (b) To the extent we are required to do so by law or a regulator;
- (c) To Governmental authorities, Her majesties Courts and Tribunals, IT service providers, administrative support service providers, and other like persons to the extent necessary to provide our services to you in a timely manner;
- (d) Banks and other institutions, and other like persons to the extent necessary to enable such third parties to provide information or services you have requested;
- (e) To our other affiliates or consultants to the extent necessary to facilitate the effective management, administration, or operation of those businesses.

3. By way of exception to the foregoing, you agree that we may:

- (a) Use any information you provide to create anonymised industry or sector-wide statistics which may be shared with third parties, on the condition that unless we have obtained your consent, information specific to you will not be revealed other than on an anonymised basis and as part of an industry or sector-wide comparison;
- (b) Share anonymised information concerning payment or settlement of your outstanding bill to third parties.
- (c) Share information about you, which may include your names, address and particular circumstances to governmental agencies to enable them to provide and improve their services to you. In the event that you are required to provide certain elements of information including personal information, contact details and medical/health information, we shall be considered a data controller of such information.

We will use the information to deal with your immigration matter, including:

- (i) Process your application;
- (ii) Manage our ongoing business relationship and any claim made under the terms of engagement;
- (iii) Undertake statistical analysis, business reporting and marketing purposes;
- (iv) Recover debts and prevent fraud; and
- (v) Comply with applicable law and regulations.

We may sometimes disclose this information to other departments within our firm, to advisers, consultants, agents, banks, credit reference and fraud prevention agencies or anyone to whom we propose to transfer any of our rights and/or responsibilities under this agreement, each of whom may also use such information in the ways described in this statement.

We may also disclose any information that you provide to:

- (a) Anyone to whom you authorise us to give such information to; and
- (b) Comply with any legal or regulatory requirements.

We may also use “cookies” on our websites. These are small pieces of data inserted onto your hard disk by your browser. They cannot however be used to obtain other information from your hard disk. They allow us to give you a more streamlined access to our websites.

From time to time, we may change our privacy notice. We will notify you of changes by posting the revised privacy notice on our website.

4. Rights in respect of personal data

If, having given your consent to the use of your data, you subsequently change your mind, you can stop all, or particular uses of your data by sending an email to info@zurielsolicitors.co.uk.

Individuals have a right to:

- (i) Request personal data held about them is corrected, supplemented, blocked or deleted if the data is factually incorrect, incomplete or irrelevant for the purposes described herein or where it is being processed in a manner which in any way infringes applicable law; and/or
- (ii) Request a copy of the personal data we hold about them. To obtain details of data held by us about you, please write to:

The Data Protection Officer, Zuriel Solicitors, 290 Holloway Road, London, N7 6NJ.

Your request should make it clear what type of information you are seeking. There is a £50.00 administrative fee that is payable for such a request. Upon receipt of your request, and where all of our requirements to process such a request have been met in full, we shall respond within 40 days of receipt.