

Salhan & Company Limited Privacy Notice (Clients)

Salhan & Company Limited (“we”, “us” and “our”) are committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you as a client. It also applies to your staff and other representatives (where relevant) which in this notice will be included within references to you. This privacy notice outlines how we to comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

We are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained within this privacy notice.

In accordance with the UK GDPR we will seek to ensure that the following Data Protection Principles are followed and that the personal information we hold about you is:

- **Used lawfully, fairly and in a transparent way.**
- **Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with these purposes.**
- **Relevant to the purposes we have told you about and limited only to those purposes.**
- **Accurate and kept up to date.**
- **Kept only as long as necessary for the purposes we have told you about.**
- **Kept securely.**

What information do we collect about you?

In connection with the provision of our services and in accordance with your instructions, we will collect, store and use the following categories of personal information about you:

- Personal information including name, title, address, telephone number, personal email address, date of birth, gender;
- Details of your employment history and qualifications;
- Financial information
- Any information you provide to us during any interview or correspondence
- Information to verify your identity such as passport or utility bills
- Information relating to your legal history and previous transactions or proceedings in which you have been involved;
- The circumstances in relation to which you require our advice.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences.

How will we use the information?

We use this information to:

- Identify and communicate with you;
- Carry out “know your client” checks, where applicable.
- Determine your legal position including your rights and duties.
- Manage the delivery of services to you including where applicable the defence of any criminal proceedings and in connection with any appeal or review of a criminal conviction or sentence for a criminal offence.
- Keep records relating to our provision of services.
- To help in the administration of our business
- To ensure compliance with our legal or regulatory obligations including the reporting of information to relevant legal or regulatory bodies.
- Provide information about our service we carry out.

How do we use information that is more sensitive?

We may use your sensitive personal information in the following ways.

- To consider whether we need to provide appropriate adjustments during the provision of services to you;
- To ensure meaningful equal opportunity monitoring and reporting;
- To analyse and understand your legal position;
- To help manage the delivery of services to you.
- To enable us to identify clients and comply with our money laundering obligations
- To help us meet our legal and regulatory obligations

How do we use information about criminal convictions?

We envisage that we will in some cases process information about criminal convictions in connection with the provision of criminal defence services to our clients.

We have in place appropriate safeguards which we are required by law to maintain when processing such data.

Why do we need this information?

The legal bases we rely on for processing your personal information are one or more of the following:

- Processing is necessary for the performance of our contract with you or steps preparatory to such a contract;

- Processing is necessary for compliance with a legal obligation; or
- Processing is necessary for our legitimate interests.

For special category personal information where:

- You have given explicit consent;
- Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; or
- Processing is necessary for reasons of substantial public interest.

If you do not provide information when requested, which is necessary for us to undertake compliance activities or provide services, we may be unable to continue to provide the services you require.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with one of the purposes listed above. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or seek your consent.

Sharing your information

We will not generally share your information with anyone else. However, in some circumstances, we may be required to share your information with other organisations or bodies. This may be because it is necessary to provide the service you have asked us to undertake or because of our legal and regulatory obligations. If this is the case, any disclosures made will be compliant with the Data Protection Act 2018.

Where it is required or necessary, we may share information with:

- Our regulator and professional bodies including quality assessment bodies.
- Legal Aid Agency.
- Agents we have instructed on your behalf.
- Expert witnesses.
- Barristers.
- Police forces and / or the Crown Prosecution Service.
- Courts.
- Other service providers or suppliers where this is necessary for the provision of criminal defence services to you.
- People with whom you have explicitly authorised us to share information.

Data Security

We have appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. Third parties are subject to a duty to keep your personal information confidential, and they will only process your personal information on our instructions.

We also have procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

How long do we keep information about you?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, accounting, or reporting requirements.

We will securely destroy your personal information it is no longer necessary to retain it.

Your personal information may be held in our records for longer where you are receiving marketing information from us in which case, we will retain information about you that purpose until you inform us of any change of mind.

How can you access & control your personal data?

You can find out if we hold any personal information about you by making a 'subject access request' under the UK GDPR. If we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding it.
- Tell you who it has been disclosed to.
- Let you have a copy to the information.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

You can request access to the information we hold about you at any time by contacting us (please see contact details section below). Please mark your request for the attention of our Data Protection Officer.

Your rights

If you believe that any of the personal information that we hold about you is incorrect, you have the right to ask us to rectify that information at any time.

You may also have the right, in certain circumstances, to request that we delete your personal information, to prevent any further processing of your personal information or to object to the processing of your personal information. There are some specific circumstances where these rights do not apply, and we can refuse to deal with your request.

If we are processing your personal information based upon your consent (e.g. as part of our marketing or promotional activities), you have the right to withdraw your consent at any time.

If you require any further information about your right to rectification, erasure, restriction of or object to processing or if you wish to withdraw your consent please contact us (please see contact details section below).

Complaints

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to inform us if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us (see contact details section below).

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Further information is available on the Information Commissioner's Office website: <https://ico.org.uk/>.

Contacting us

If you have any queries about the processing of your data, please contact our, is our Data Protection Officer, Tarsem Salhan. He can be contacted by email at tsalhan@salhan.co.uk or by writing to him at Salhan & Company Limited 16th Floor McLaren Building, 46 The Priory Queensway, Birmingham B4 7LR..

(Revised 07.08.2023) If we are processing your personal information based upon