



PRIVACY NOTICE

CLIENTS AND PROSPECTIVE CLIENTS

Data Protection Privacy Notice

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

- updating and enhancing client records
- analysis to help us manage our practice
- statutory returns
- legal and regulatory compliance

Our use of that information is subject to your instructions, data protection law and our duty of confidentiality.

Please note that our work for you may require us to pass on such information to third parties such as expert witnesses and other professional advisers, including sometimes advisers appointed by another party to your matter. We may also give such information to others who perform services for us, such as typing or photocopying. Our practice may be audited or checked by our accountants or our regulator, or by other organisations. We do not normally copy such information to anyone outside the European Economic Area, however we may do so however when the particular circumstances of your matter so require. All such third parties are required to maintain confidentiality in relation to your files.

You have a right of access under data protection law to the personal data that we hold about you. We seek to keep that personal data correct and up to date. You should let us know if you believe the information we hold about you needs to be corrected or updated.

[We have appointed the following person as our representative for the purposes of the Data Protection Act: JAHANGEER CHOUDHRY]

Data Protection in Respect of Money Laundering Checks

We may receive personal data from you for the purposes of our money laundering checks, such as a copy of your passport. These will be processed only for the purposes of



Specialists in our fieldmaking the law simple.

We can assist in most areas of law including Family Law, Children Law, Domestic Violence, Immigration, Crime, Employment, Legal Aid available (some areas)



Immigration Law



Children Law



Family Law



Criminal Litigation



Head Office, TEK House, First Floor, 11-13 Uxbridge Road, Shepherds Bush, London, W12 8LH.

Tel: 020 3249 1177 | Fax: 020 3249 1178 | Email: info@caveatsolicitors.com | Web: www.caveatsolicitors.com

Caveat Solicitors Ltd Company Registration Number: 07473577. VAT Registration Number: 119227031.

Registered Office: TEK House, First Floor, 11-13 Uxbridge Road, Shepherds Bush, London, W12 8LH. Email: info@caveatsolicitors.com. A list of directors is available at our registered office address.

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preventing money laundering and terrorist financing, or as otherwise permitted by law or with your express consent.

You consent to us retaining such data for longer than the five year statutory period, unless you tell us otherwise.

Data Protection – Your Obligations

If you send us personal data about anyone other than yourself you will ensure you have any appropriate consents and notices in place to enable you to transfer that personal data to us, and so that we may use it for the purposes for which you provide it to us.

Opt-in to Receive Marketing

The following clause may be included in your engagement letter.

Keeping You Informed

Quite apart from the immediate matter we are handling, we like to send present and past clients information that we think might be of interest to them. That can include information about legal developments or publicity information about us and our services. Please indicate if you are happy to receive such information. You can change your mind at any time, so if you later want to opt out just let us know.

Please tick one box:

I am happy to receive such information	
I do not want to receive such information	



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