Unit 1 Kings Court, Gomshall, Guildford, GU5 9QE
www.ktcl.co.uk

KT Construction Law Limited - Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Unit 1, Kings Court, Burrows Lane, Gomshall, GUILDFORD, Surrey, GU5 9QE, GB

07734 089 139

k.teichmann@ktcl.co.uk

What information we collect, use, and why

We collect or use the following information to provide and improve products and services for clients:

- Names and contact details
- Addresses
- Gender
- Pronoun preferences
- Occupation
- Date of birth
- Third party information (such as family members or other relevant parties)
- Payment details (including card or bank information for transfers and direct debits)
- Financial data (including income and expenditure)
- Transaction data (including details about payments to and from you and details of products and services you have purchased)
- Credit history and credit reference information
- Criminal records data (including driving or other convictions)
- Information relating to compliments or complaints
- Video recordings
- Audio recordings (eg calls)

- Records of meetings and decisions
- Website user information

We collect or use the following personal information for the operation of client or customer accounts:

- Names and contact details
- Addresses
- Purchase or service history
- Account information, including registration details
- Information used for security purposes
- Marketing preferences

We collect or use the following personal information for the prevention, detection, investigation or prosecution of crimes:

- Names and contact information
- Client accounts and records
- Financial information eg for fraud prevention or detection

We collect or use the following personal information for information updates or marketing purposes:

- Names and contact details
- Addresses
- Profile information
- Marketing preferences
- Purchase or account history
- IP addresses

We collect or use the following personal information for research or archiving purposes:

- Names and contact details
- Addresses
- Purchase or client account history
- IP addresses

We collect or use the following personal information to **comply with legal requirements**:

- Name
- Contact information
- Identification documents
- Client account information
- Health and safety information
- Any other personal information required to comply with legal obligations
- Safeguarding information
- Criminal offence data

We collect or use the following personal information to protect client welfare:

- Names and contact information
- Client account information
- Health and wellbeing information
- Emergency contact details

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Addresses
- Payment details

- Purchase or service history
- Call recordings
- Witness statements and contact details
- Relevant information from previous investigations
- Customer or client accounts and records
- Financial transaction information
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- Your right to erasure - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- Your right to object to processing - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability.
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to provide and improve products and services for clients are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - As a specialist construction law firm, we process personal information in order to provide legal advice, representation, and related professional services to our clients. Our legitimate interests include: Delivering legal advice and representation in construction and engineering matters; Managing and administering client relationships and matter files; Communicating with clients, other parties, experts, courts, adjudicators, and other relevant third parties; Ensuring regulatory compliance and maintaining professional standards; Improving the quality, efficiency, and effectiveness of our legal services; Managing risk, preventing fraud, and protecting our business interests. These interests are fundamental to operating a regulated legal practice and fulfilling our professional obligations. The processing of personal information is necessary to: Advise clients on disputes, contracts, procurement, and regulatory matters; Draft, negotiate, and review legal documentation; Represent clients in adjudication, arbitration, mediation, litigation, and other dispute resolution processes; Comply with our obligations under professional conduct rules, anti-money laundering legislation, and court or tribunal procedures. Without processing personal data — including client details, project participants' information, and other relevant individuals' data — we would be unable to provide legal services effectively or meet our regulatory and contractual obligations. Categories of Personal Information The personal information processed may include contact details, employment and professional information, financial data, contractual documentation, correspondence, and other information relevant to construction projects and disputes. The benefits of processing — namely the effective provision of legal advice, protection of clients' legal rights, resolution of disputes, and improvement of professional services — outweigh any limited potential impact on individuals. The processing does not override the rights and freedoms of the individuals concerned. Where required by law, or where legitimate interests are not appropriate, we rely on alternative lawful bases such as contractual necessity, legal obligation, or consent.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Our lawful bases for collecting or using personal information for the operation of client or customer accounts are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - We are a specialist construction law firm and currently do not operate client accounts requiring individual login credentials. However, should we introduce client account functionality in the future (for example, to secure court fee in advance), we would rely on the lawful basis of legitimate interests under UK GDPR where appropriate.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for the prevention, detection, investigation or prosecution of crimes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for information updates or marketing purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for research or archiving purposes:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
    - As a specialist construction law firm, we may process limited personal information for the purpose of legal research and professional archiving. We rely, where appropriate, on the lawful basis of legitimate interests under UK GDPR. Our legitimate interest is to: Conduct legal research to ensure the accuracy, quality, and relevance of our advice; Analyse developments in construction law, case law, and dispute resolution practices; Maintain internal knowledge management systems; Retain and archive matter records in accordance with professional, regulatory, and legal obligations. This processing supports our ability to provide high-quality, informed, and up-to-date legal services to clients. Nature and Necessity of Processing for research or archiving purposes is limited to what is necessary to: Review past case materials and legal outcomes; Identify legal precedents or procedural developments; Maintain internal training and knowledge resources; Comply with regulatory, insurance, and professional record-keeping requirements. Where possible, personal data used for research purposes is minimised, anonymised, or pseudonymised. We do not use personal information collected for legal matters for unrelated commercial research or profiling activities. Categories of Personal Information The personal information processed may include names, professional roles, case details, correspondence, and other information contained within legal files, to the extent relevant to the research or archiving purpose.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information to comply with legal requirements:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information to protect client welfare are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Where we get personal information from

- Directly from you
- Regulatory authorities
- Legal bodies or professionals (such as courts or solicitors)
- Publicly available sources
- Credit reference agencies

How long we keep information

Type of Matter	Minimum Retention Period	Exceptions/reasons for Storing File for Longer
Construction Law matters including building contracts, security documentation, professional appointments, development agreements, arbitration, litigation, mediation and adjudication	**7 years**	Legal proceedings relating to the matter. Documents retained for the client's record
All personal data not already contained within the above, Construction Law scope	**7 years**	Legal proceedings relating to the matter. Documents retained for the client's record.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Who we share information with

Data processors

Aztec IT. This data processor does the following activities for us: IT management of all software and hardware systems

LEAP. This data processor does the following activities for us: client and matter software management.

TriplePoint Enterprises. This data processor does the following activities for us: website hosting and administration.

Veriphy. This data processor does the following activities for us: collecting, storing and processing of client's anti-money laundering information.

Others we share personal information with

- External auditors
- Organisations we're legally obliged to share personal information with
- Suppliers and service providers
- Professional consultants

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: https://www.ico.org.uk/make-a-complaint

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