



Privacy Notice

Who we are

Preston Turnbull LLP is the data controller.

Preston Turnbull LLP is the data controller of information gathered through our website and offline. We are a limited liability partnership registered in England and Wales with registered number OC428624 and are authorised and regulated by the Solicitors Regulation Authority. The firm's registration number is 663774. Preston Turnbull LLP's registered office is Walsingham House, 35 Seething Lane, London, EC3N 4AH. The firm is registered with the UK Information Commissioner's Office with registration number ZA564789.

This Privacy Notice

This is our main general privacy notice that applies across our business. It explains how and why we use personal information that we collect through the provision of our services and during our communications with you.

We have a separate HR privacy policy for current and former employees.

What data do we collect?

When you use our website or when we communicate with you, the categories of personal data that we collect may include:

- Contact information (name, address, email, telephone and fax numbers);
- Professional information such as job titles, former job titles, organisational associations, professional experience and qualifications.
- Where you use our website, profile and usage data. For more information, please see our Cookies Policy.
- Where you provide the information to us, information about your business and personal interests.
- Identification documents, including name, address, date and place of birth, and photographic identification.
- Your marketing and communication preferences.
- Details of your attendance at our events.
- Details of your visits to our websites.
- Images captured by our offices' CCTV cameras.
- If you connect with us via LinkedIn, we may collect personal information (according to your privacy settings).
- Where necessary and legally permitted, we may also collect sensitive data such as health and ethnicity data.

In addition to the above, for our legal services we may also collect:

- Information collected from publicly available sources or data sites for client due diligence purposes.



- Identification information from you, your organisation or other third parties for compliance with our legal and professional duties.
- Payment data, such as data necessary for processing payments and fraud prevention, and other related billing information.
- Other personal data regarding your preferences, opinions and comments, where relevant to our services.

In the course of our client services, we may represent you and/or your organisation in legal matters that require us to collect and use special category personal information relating to you (that is, information about your racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, details of criminal offences, or genetic or biometric data).

For our recruitment:

We collect personal data during the recruitment and selection process through CVs and covering letters, from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during employment, from correspondence with you or through interviews, meetings or other assessments, and from third parties such as referees and criminal records checks permitted by law.

Where the information provided is defined as special category data or sensitive personal data, such as your racial background or state of health, your provision of such information is usually necessary for the performance of a contract. We will use racial background information only to allow us to carry out equal opportunities monitoring and report on our diversity initiatives. In the case of health data, we may use this to assess whether you require reasonable adjustments during the recruitment stage. In any event, we will only use such information as permitted by law. In addition, we may receive personal information about you from third parties such as referees.

How we collect your data

Your personal data may be collected in a number of ways, including:

- When you contact us to enquire about our services.
- Through the provision of legal services to you, your employer or the organisation that you represent.
- During the course of our dealings with you for and on behalf of a client.
- When you provide us with information relating to attendance at any of our events, including marketing events.
- When you contact us in relation to job opportunities and recruitment.
- When you contact us via our website, feedback forms and surveys.
- Online via our website or social media such as LinkedIn.
- Automatically using cookies and other tracking software (see our Cookies policy).
- Through our clients, suppliers and other third parties.
- When we collect publicly available information about you or your business, including through electronic data sources.



How we use your data

We may use approved artificial intelligence technologies to assist our lawyers and business services teams with legal research, document drafting, document review, summarisation, data analysis, translation and administrative support.

AI tools are used to support, and not replace, professional judgement. Outputs are reviewed by appropriately qualified individuals before being relied upon.

We use the information provided to:

- Contact you by email, fax, post or phone, in the course of our business relationship.
- Carry out the services we have agreed to provide to you.
- Carry out our obligations arising from any contracts entered between us.
- Maintain and develop our relationship with you.
- Provide you with the information and services that you request from us.
- Pass your details to experts, including counsel and other professionals for the purposes of obtaining professional advice and complying with our contractual obligations.
- Contact you in the course of providing services to our clients.
- Comply with legal and professional obligations.
- Help us monitor our commitment to equality and diversity.
- Assist with recruitment and selection.
- Monitor website trends.
- Operate our business more effectively, including by seeking feedback.
- Improve our products and services, to ensure good governance, accounting, management and auditing and to maintain internal records.
- Send you information, newsletters and legal updates which you may find of interest, where you have indicated that you wish to be contacted for such purposes.
- Where we have other legitimate reasons, such as enforcing our terms and conditions, taking action required or permitted by law, or for safety and security reasons.

Sharing your information

In providing our services, we may provide your personal information to staff in our offices or to third parties, such as:

- External service providers and processors who support our business operations and the delivery of our services, including IT, cloud hosting, document management, case management, accounting, payment processing, secure file transfer, data storage, transcription, translation and administrative support providers.
- Approved artificial intelligence technology providers, where we use AI tools to support legal research, document drafting, document review, summarisation, data analysis, translation or administrative support.
- Barristers, expert witnesses, consultants, costs draftsmen, enquiry agents, translators, transcription providers and other professional advisers or specialists instructed in connection with a matter.



- Courts, tribunals, arbitrators, mediators, regulators, public authorities, law enforcement agencies and other government bodies, where disclosure is required or appropriate in connection with our legal services, legal obligations or regulatory duties.
- Clients, counterparties, other parties to legal proceedings, their solicitors or representatives, insurers and other persons where disclosure is necessary for the conduct of a matter or the provision of our services.
- Professional indemnity insurers, brokers, auditors, accountants, bankers and other professional advisers who support our business, insurance, financial, audit and risk management arrangements.
- Anti-money laundering, client due diligence, sanctions screening, conflict checking, fraud prevention and identity verification providers.

Transfers outside the UK

We generally store and process personal data within the UK or the European Economic Area. However, in some circumstances, your personal data may be transferred to, accessed from or stored in countries outside the UK, including where we use third-party service providers, cloud technology, AI technology providers or professional advisers based overseas or using international infrastructure.

Where we transfer personal data outside the UK, we will ensure that appropriate safeguards are in place as required by data protection law. This may include relying on UK adequacy regulations, the UK International Data Transfer Agreement, the UK Addendum to the European Commission standard contractual clauses, or another lawful transfer mechanism. We will also take reasonable steps to ensure that any overseas recipient protects your personal data appropriately.

Marketing

We may provide you with information which we think you may find interesting, including newsletters, legal updates, invitations to seminars and events, and other communications about our services. We will use your stated marketing and communication preferences to help us decide what to send to you, how we contact you and whether you wish to receive particular types of communications.

You can tell us at any time if you no longer wish to receive our publications, event information or marketing communications, or if you wish to change your preferences. Where we rely on your consent to send marketing communications, you may withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of any processing carried out before consent was withdrawn.

In some circumstances, we may rely on our legitimate interests to send marketing communications, for example where we are contacting business contacts about legal updates, events or services that are relevant to their professional role or relationship with us. Before relying on legitimate interests, we consider whether the communication is proportionate, expected and unlikely to override your rights and freedoms. You have an absolute right to object to direct marketing at any time.

We also comply with the Privacy and Electronic Communications Regulations 2003 (PECR) where they apply to electronic marketing. This means that, depending on the type of recipient and communication, we may need your prior consent before sending marketing by email, text or similar electronic means, unless an exemption such as the soft opt-in applies. Where PECR does not require consent, we will still ensure that we have an appropriate lawful basis under data protection law and that you are given a clear and simple way to opt out of further marketing.



We do not pass your information to third parties to allow them to market their goods and services to you. We will keep a record of your marketing preferences so that we can respect them in future communications.

Legal basis and consent

The legal basis for processing your personal data depends on the nature of our relationship with you and may include:

- The performance of a contract.
- Our legitimate interests.
- Compliance with mandatory legal obligations.

We operate on the basis of consent when sending newsletters and other marketing information, where consent is required.

Security of your personal data

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse, alteration or disclosure. These measures may include encryption, access controls, multi-factor authentication, system monitoring, secure storage and transfer arrangements, and controls designed to limit access to personal data to those who need it for legitimate business purposes.

We also require our staff and relevant service providers to protect personal data appropriately. Our staff receive data protection and confidentiality training, and are subject to professional, contractual and internal confidentiality obligations.

Your data protection rights

Under the UK GDPR, you have a number of rights in relation to your personal data. These rights may include the right to be informed about how we use your personal data, the right to request access to the personal data we hold about you, and the right to ask us to correct any inaccurate or incomplete personal data.

In certain circumstances, you may also have the right to ask us to erase your personal data, restrict the way in which we use it, or transfer certain personal data to you or another organisation in a structured, commonly used and machine-readable format.

You may also have the right to object to our processing of your personal data, including where we rely on legitimate interests or use your personal data for direct marketing. Where we rely on your consent to process your personal data, you may withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

These rights are not absolute and may not apply in every case. For example, we may need to continue processing or retaining certain information where this is necessary to comply with our legal or regulatory obligations, to perform our contract with you or our client, or to establish, exercise or defend legal claims.

If you wish to exercise any of your rights, please contact us using the details set out in the Contact Us section below. You also have the right to make a complaint to the Information Commissioner's Office if you are unhappy with the way we have handled your personal data or responded to a request.



How to complain

If you have any concerns about the way we handle your personal data, please contact us in the first instance using the details in the Contact Us section below so that we can try to resolve the matter.

You also have the right to complain to the Information Commissioner's Office, the UK supervisory authority for data protection matters. Further information is available from the Information Commissioner's Office at www.ico.org.uk.

Retention periods

We only retain your information for as long as necessary for the purpose for which it was obtained. This may include retaining information to comply with legal obligations, for example in relation to anti-money laundering regulations, to conduct legal work as instructed, or to establish, exercise or defend legal claims.

Contact us

If you have any questions or comments about this Privacy Notice, or if you wish to exercise your rights, please contact our designated Data Protection Person, Helen Preston, at any time:

- By email: helenpreston@preston-turnbull.com
- By telephone: +44 (0) 20 7119 1551