

Data Protection Policy

At Perilli & Ho Solicitors, we hold client confidentiality and the protection of personal information in the highest regard. This privacy notice is designed to articulate our practices surrounding your information and delineate your rights under relevant data protection legislation.

Your Personal Information and Its Necessity

To facilitate the provision of our services, we may need to process various types of personal information, including:-

- ✚ Contact details such as name, addresses (business and residential), email addresses, and telephone numbers.
- ✚ Information vital for identity verification, such as date of birth and identity documents like passports containing biometric or ethnic data.
- ✚ Details concerning occupation, employment history, or business engagements.
- ✚ Financial particulars encompassing wealth, assets, and financial standing.

Collection and Disclosure of Information

While our primary source of personal information is direct interaction with our clients, we may also gather data from:-

- ✚ Publicly accessible platforms such as Companies House or HM Land Registry.
- ✚ Third-party entities directly involved in client transactions, such as estate agencies or claims management companies.
- ✚ Sanctions screening and customer due diligence providers.
- ✚ Third parties with client consent, such as banks or building societies.

We employ this information for a multitude of purposes, including legal service provision, regulatory compliance, fraud prevention, and statutory reporting. Moreover, certain disclosures may be necessitated to law enforcement agencies, regulatory bodies, or other pertinent entities in alignment with legal or contractual obligations.

Use of Your Information

Your information is utilized in various capacities, including:-

- ✚ Fulfilling contractual obligations and delivering requested services.
- ✚ Notifying you about pertinent changes to our services.
- ✚ Ensuring optimal presentation of content on our website.
- ✚ Administering and maintaining the functionality of our website.
- ✚ Facilitating your engagement with interactive website features.

- ✚ Bolstering website security and performance.
- ✚ Providing personalized service recommendations to enhance your experience.

Data Security Measures

We uphold stringent security measures to safeguard against unauthorized access, usage, or loss of personal data. Access to your information is restricted solely to authorized personnel who are bound by strict confidentiality obligations.

Retention Period

Client information is retained for the duration of our professional engagement and for a period thereafter. Typically, data is stored for a minimum of 6 years following the completion of services. For further clarification on retention periods, clients are encouraged to consult their designated solicitor.

This privacy notice remains subject to periodic updates, with any amendments becoming effective upon publication on our website.

For inquiries regarding our privacy practices, please do not hesitate to contact us at info@perilliho.com

Your Rights

You have the following rights which can be exercised free of charge:-

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| Access | The right to be provided with a copy of your personal information (the right of access) |
| Rectification | The right to require us to correct any mistakes in your personal information |
| To be forgotten | The right to require us to delete your personal information—in certain Situations |
| Restriction of processing | The right to require us to restrict processing of your personal information—in certain circumstances, e.g. if you contest the accuracy of the data |
| Data portability | The right to receive the personal information you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations |
| To object | The right to object:- —at any time to your personal information being processed for direct marketing (including profiling); —in certain other situations to our continued processing of your personal information, e.g. processing carried out for the purpose of our legitimate interests. |

Exercising Your Rights

If you wish to exercise any of your rights regarding your personal information, please contact our Data Protection Officer, Ms. Elaine Tse. You can reach Ms. Tse via email at etse@perilliho.com or by phone at 0207 277 8888.

How to Lodge a Complaint

We strive to address any queries or concerns you may have about the use of your information promptly. Should you wish to raise a concern, kindly forward the details of your concerns to etse@perilliho.com.

Additionally, under the Data Protection Act, you have the right to lodge a complaint with the data protection regulator, the Information Commissioner's Office. For further guidance, please visit <https://ico.org.uk/concerns>.