

# **PRIVACY POLICY**

## **1. Introduction**

Julie Kong Legal Services Ltd is committed to protecting your personal data and respecting your privacy.

This policy explains how we collect, use and protect your personal information in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## **2. Who We Are**

Julie Kong Legal Services Ltd is a company registered in England and Wales with its registered office at:

1 Madison Court  
Finningley  
Doncaster  
DN9 3GL

We are authorised and regulated by the Solicitors Regulation Authority.

For the purposes of data protection law, Julie Kong Legal Services Ltd is the **data controller**.

If you have any questions about this policy or how your data is handled, please contact:

Email: [jk@juliekong.co.uk](mailto:jk@juliekong.co.uk)

Telephone: 07726 887576

## **3. What Information We Collect**

We may collect and process the following types of personal data:

- Contact details (name, address, email, telephone number)
- Identification information (e.g. passport, driving licence)
- Financial information (where relevant to your matter)
- Information relating to your legal matter
- Special category data (e.g. health information) where necessary
- Communications between you and us

## **4. How We Collect Your Data**

We collect your data:

- Directly from you

- From third parties (e.g. courts, other solicitors, experts)
- From publicly available sources where relevant
- Through our website or email communications

## **5. How We Use Your Data**

We use your personal data to:

- Provide legal advice and services
- Manage your matter and communicate with you
- Comply with legal and regulatory obligations
- Verify your identity (anti-money laundering requirements)
- Manage billing and payments
- Improve our services

## **6. Lawful Basis for Processing**

We rely on the following lawful bases:

- **Performance of a contract** (to provide legal services)
- **Legal obligation** (e.g. regulatory and AML requirements)
- **Legitimate interests** (running our business effectively)
- **Consent**, where required

Where we process special category data, this is done where necessary for the establishment, exercise or defence of legal claims.

## **7. Who We Share Your Data With**

We may share your data with:

- Courts, tribunals and regulatory bodies
- Other solicitors or legal professionals
- Barristers, experts and professional advisers
- Service providers (e.g. IT providers, case management systems)
- Law enforcement or government authorities where required

We only share information where necessary and ensure appropriate safeguards are in place.

## **8. International Transfers**

We do not routinely transfer your personal data outside the UK.

If this becomes necessary, we will ensure appropriate safeguards are in place in accordance with data protection law.

## **9. Data Security**

We take appropriate technical and organisational measures to protect your personal data, including:

- Secure storage of electronic and paper files
- Password-protected systems
- Controlled access to information
- Secure communication practices

## **10. How Long We Keep Your Data**

We retain your personal data only for as long as necessary.

Typically, legal files are retained for a minimum of **6 years** after the conclusion of a matter, although this may be longer depending on the nature of the work (for example, Court of Protection matters or Wills).

## **11. Your Rights**

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (in certain circumstances)
- Restrict or object to processing
- Request transfer of your data
- Withdraw consent where applicable

To exercise any of these rights, please contact us using the details above.

## **12. Complaints**

If you have concerns about how your data is handled, please contact us in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: [www.ico.org.uk](http://www.ico.org.uk)

### **13. Cookies and Website Data**

Our website may use basic cookies or analytics tools to improve user experience.

Further details will be provided in our website cookie notice where applicable.

### **14. Changes to This Policy**

We may update this policy from time to time. The latest version will always be available on our website.