

KHF Solicitors Ltd Privacy Policy

Our contact details

Name: KHF Solicitors Ltd

Address: 208 Chapel Street, Salford M3 6BY

Phone Number: 0161 8326677

E-mail: mail@khfs.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you so that we can carry out your instructions, represent you and carry out the legal work you ask us to do.

We also receive personal information indirectly from third parties so that we can carry out your instructions, represent you and carry out the legal work you ask us to do.

Examples of those third parties are:

- Banks or other financial institutions
- Medical institutions
- Public authorities

Examples of what we may use your information for are:

- To verify your identity
- To verify source of funds
- To correspond with you
- To apply for Public Funding
- To provide you with legal advice, including preparing documents and attending hearings on your behalf
- To obtaining expert advice from third parties on your behalf
- To comply with Legal and Regulatory obligations

Personal information will only be used in carrying out your legal work, however where necessary we may share this information with third parties.

Examples of those third parties are:

- Solicitors acting on the other side
- HM Court Service
- Public authorities such as HM Revenue & Customs, HM Land Registry, Legal Aid Agency
- Experts such as Barristers or medical experts
- Banks and other financial institutions
- Our regulators such as SRA, ICO etc

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored.

We keep personal information in computer or paper files usually for as long as necessary to complete your legal work. In most cases information is retained for a minimum of 6 years following the conclusion of the legal work.

We will then dispose your information by secure document destruction.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at mail@khfs.com , 0161 8326677 or 208 Chapel Street, Salford M3 6BY if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us. Please contact us at mail@khfs.com , 0161 8326677 or 208 Chapel Street, Salford M3 6BY

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>