



Privacy Policy

mkblaw.co.uk

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1. Introduction

- 1.1. MKB Law is committed to protecting the privacy, confidentiality and security of personal information entrusted to us.
- 1.2. This Privacy Policy explains how MKB Law collects, uses, stores, shares and protects personal data in connection with the provision of legal services, the operation of our website and the conduct of our business.
- 1.3. This Privacy Policy should be read together with our Terms of Business and Website Terms of Use.
- 1.4. In this Privacy Policy, references to "we", "us", "our", "MKB Law" and the "Firm" refer to MKB 2025 Ltd trading as MKB Law.

2. Data Controller

- 2.1. MKB 2025 Ltd is the data controller for the purposes of the UK General Data Protection Regulation ("UK GDPR"), the Data Protection Act 2018 and any other applicable data protection legislation.

- 2.2. Our contact details are:

MKB Law
14-18 Great Victoria Street
Belfast
BT2 7BA

Telephone: 028 9024 2450

Email: privacy@mkblaw.co.uk

3. Personal Data We Collect

- 3.1. We may collect and process personal information including:
 - 3.1.1. names, dates of birth and identification information;
 - 3.1.2. addresses, telephone numbers and email addresses;
 - 3.1.3. passport, driving licence and other identity verification documentation;
 - 3.1.4. financial information, including bank account details, source of funds and source of wealth information;
 - 3.1.5. information relating to legal matters in respect of which we are instructed;
 - 3.1.6. correspondence, attendance notes, contracts, court documents, pleadings, witness statements and other legal documentation;

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- 3.1.7. payment and billing information;
- 3.1.8. employment information;
- 3.1.9. medical information where relevant to a legal matter;
- 3.1.10. website usage data; and
- 3.1.11. recordings, transcripts and communications generated during the course of providing legal services.

3.2. Depending on the nature of the matter, we may process special category personal data and criminal offence data where permitted by law and necessary for the provision of legal services.

4. How We Obtain Personal Data

4.1. We may obtain personal data directly from you.

4.2. We may obtain personal data from third parties including:

- 4.2.1. experts and consultants;
- 4.2.2. accountants and tax advisers;
- 4.2.3. medical practitioners;
- 4.2.4. employers;
- 4.2.5. financial institutions;
- 4.2.6. government departments;
- 4.2.7. courts and tribunals;
- 4.2.8. Companies House;
- 4.2.9. Land Registry;
- 4.2.10. identity verification providers; and
- 4.2.11. other persons connected with a legal matter.

4.3. We may also obtain information from publicly available sources where it is lawful and appropriate to do so.

5. Purposes of Processing

5.1. We process personal data for the purpose of providing legal services.

5.2. This includes:

- 5.2.1. assessing enquiries;
- 5.2.2. opening and administering client files;
- 5.2.3. advising clients;
- 5.2.4. representing clients in legal proceedings;
- 5.2.5. preparing legal documentation;
- 5.2.6. communicating with clients and third parties; and
- 5.2.7. administering and closing matters.

5.3. We may also process personal data for:

- 5.3.1. anti-money laundering, counter-terrorist financing and sanctions compliance;
- 5.3.2. fraud prevention;
- 5.3.3. complaints handling;
- 5.3.4. regulatory compliance;
- 5.3.5. professional indemnity and risk management purposes;
- 5.3.6. debt recovery and fee collection;
- 5.3.7. training and quality assurance;
- 5.3.8. business administration; and
- 5.3.9. information security.

6. Lawful Bases for Processing

6.1. We will only process personal data where we have a lawful basis to do so.

6.2. The lawful bases upon which we may rely include:

- 6.2.1. performance of a contract;
- 6.2.2. taking steps prior to entering into a contract;
- 6.2.3. compliance with legal obligations;
- 6.2.4. the establishment, exercise or defence of legal claims;
- 6.2.5. legitimate interests pursued by the Firm; and
- 6.2.6. consent, where required by law.

6.3. Where processing is based upon our legitimate interests, we will only process personal data where those interests are not overridden by your interests, rights and freedoms, unless we have obtained your consent or are otherwise required or permitted to do so by law.

7. Telephone Calls, Meetings and Recordings

7.1. We may record telephone calls, video conferences, online meetings and other communications where it is appropriate to do so.

7.2. Such recordings may be used for:

- 7.2.1. maintaining accurate records;
- 7.2.2. recording instructions;
- 7.2.3. preparing attendance notes;
- 7.2.4. quality assurance;
- 7.2.5. staff training;
- 7.2.6. regulatory compliance;
- 7.2.7. complaints handling;
- 7.2.8. dispute resolution; and

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7.2.9. the provision of legal services.

7.3. Recordings may contain personal data relating to clients, prospective clients, opponents, witnesses and other individuals involved in a matter.

7.4. Where appropriate and practicable, participants will be informed that communications are being recorded.

8. Technology and Artificial Intelligence

8.1. In the provision of legal and administrative services, we may use technology-assisted systems and tools, including artificial intelligence systems.

8.2. Such systems may be used for purposes including:

- 8.2.1. legal research;
- 8.2.2. document review;
- 8.2.3. document management;
- 8.2.4. transcription;
- 8.2.5. summarisation;
- 8.2.6. proofreading;
- 8.2.7. information analysis;
- 8.2.8. workflow management; and
- 8.2.9. administrative support.

8.3. Recordings and communications may be transcribed, analysed or summarised using approved technology-assisted systems operated by us or by third-party service providers acting on our behalf.

8.4. Any use of artificial intelligence is intended to support the efficient delivery of legal services and does not replace professional judgement.

8.5. We remain responsible for the legal services we provide and do not rely solely upon automated processing when providing legal advice.

8.6. Legal advice and substantive work product generated with the assistance of technology-assisted systems remain subject to appropriate human review and supervision.

9. Sharing Personal Data

9.1. We may disclose personal data where necessary for the purposes described in this Privacy Policy.

9.2. Recipients may include:

- 9.2.1. barristers;

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- 9.2.2. solicitors;
- 9.2.3. experts;
- 9.2.4. accountants;
- 9.2.5. tax advisers;
- 9.2.6. courts and tribunals;
- 9.2.7. government bodies and regulators;
- 9.2.8. law enforcement agencies;
- 9.2.9. financial institutions;
- 9.2.10. insurers and brokers;
- 9.2.11. auditors;
- 9.2.12. information technology providers;
- 9.2.13. cloud hosting providers;
- 9.2.14. document management providers;
- 9.2.15. telecommunications providers;
- 9.2.16. transcription providers; and
- 9.2.17. artificial intelligence service providers.

9.3. We require third-party service providers processing personal data on our behalf to implement appropriate security, confidentiality and data protection measures.

9.4. We do not sell personal data to third parties.

10. International Transfers

- 10.1. Some service providers utilised by the Firm may process personal data outside the United Kingdom.
- 10.2. Where personal data is transferred internationally, we will ensure that appropriate safeguards are in place in accordance with applicable data protection legislation.

11. Data Security

- 11.1. We maintain appropriate technical and organisational measures designed to protect personal data against accidental loss, unlawful destruction, unauthorised access, disclosure, misuse or alteration.
- 11.2. Whilst we take reasonable steps to safeguard information, neither the transmission of data over the internet nor any electronic storage system can be guaranteed to be completely secure.

12. Data Retention

- 12.1. Personal data will be retained only for as long as reasonably necessary for the purposes for which it was collected.
- 12.2. We may retain personal data for longer periods where required:

- 12.2.1. by law;
- 12.2.2. by regulation;
- 12.2.3. by our professional obligations;
- 12.2.4. for insurance purposes; or
- 12.2.5. for the establishment, exercise or defence of legal claims.

12.3. Client files and associated data will generally be retained in accordance with the Firm's document retention policy.

13. Marketing Communications

- 13.1. We may send information regarding legal developments, publications, events, newsletters and services which may be of interest to you where permitted by law.
- 13.2. You may opt out of receiving marketing communications at any time.
- 13.3. We do not share personal data with third parties for their own marketing purposes.

14. Your Rights

- 14.1. Subject to applicable law, you may have the right to:
 - 14.1.1. obtain access to your personal data;
 - 14.1.2. request correction of inaccurate personal data;
 - 14.1.3. request erasure of personal data;
 - 14.1.4. request restriction of processing;
 - 14.1.5. object to processing;
 - 14.1.6. request the transfer of personal data;
 - 14.1.7. withdraw consent where processing is based upon consent; and
 - 14.1.8. object to direct marketing communications.
- 14.2. Certain rights may be restricted where exemptions apply, including legal professional privilege, confidentiality obligations, regulatory requirements or the establishment, exercise or defence of legal claims.

15. Complaints

- 15.1. Any concerns regarding the processing of personal data should be raised with the Firm in the first instance.
- 15.2. Individuals also have the right to lodge a complaint with the Information Commissioner's Office.
- 15.3. Further information about making a complaint is available on the Information Commissioner's Office website.

16. Changes to this Privacy Policy

- 16.1. We reserve the right to amend this Privacy Policy from time to time.
- 16.2. The most recent version of this Privacy Policy will be published on our website.
- 16.3. Where material changes are made, we may notify clients and users of the website by appropriate means.