



MKB Law Privacy Policy

MKB Law is committed to protecting the privacy of our clients and website visitors. We understand the importance you place on the privacy and security of information which personally identifies you, and we value our relationship with you.

Please read the following to learn more about our privacy policy including the information we collect and how we use it.

This website is operated by **MKB Law Ltd**, and we are a controller for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (EU) 2016/679. We are responsible for the processing of any personal information you provide to us when using our website.

This Privacy Policy (together with our Terms of Business document and [Website Management Policy](#)) outlines how we will collect and process your personal data.

Data Protection

Data Collected/Provided by You and Data Processing

We ask you for personal data only when it is needed to provide services you have enquired about, or asked us to provide, to respond to your requests for information, to download marketing materials, or to register for any of our events. You do not need to provide us with personal data to browse our website or other online channels.

If you use any forms on the website, such as the contact form or feedback form, a record will also be made of the details you choose to include such as your name, email address, phone number and the nature of your enquiry. You are not obliged to provide us with this information; however, we may be unable to carry out your specific request if you do not. In addition to the above, we may collect and use the data to comply with legal obligations we might be subject to (such as anti-money laundering).

Data Consent

We will not pass your personal information to anyone outside of the firm, without your prior consent, except where we are otherwise legally required to do so (for example to the Inland Revenue, Benefits Agency, any court of competent jurisdiction or any law enforcement agency with statutory authority).

Other than in the above situation we will let you know when your personal information might go to third parties, and you will have the opportunity to decide not to share that information. If we do engage third parties, we will take reasonable steps to ensure those entities comply with obligations under GDPR when they handle your personal information. We will only hold your data for as long as necessary unless otherwise required under applicable law.

Data Storage

Your data will be stored on our secure server and in the cloud. If/when you formally instruct us, your data may also be stored on physical files in our office or in our offsite secure document storage facility.

Your Data Rights

In accordance with current legislation, you have the right to request from us:

- if, when and how we process your data
- copies of any data we hold for you
- amendments to your data which are incorrect or incomplete
- full deletion of your personal data with immediate effect

Where we process your data based on your consent, you are entitled to withdraw your consent at any time.

Marketing

If and when you formally instruct us, you will also be asked to agree to receive marketing communications and client surveys. You have the right to opt out at any time and request that your data is no longer processed for marketing purposes.

Cookie Policy

We use cookies to track your behaviour on our website such as pages clicked on and how you navigate around our site. This type of information can help us provide a better user experience for our web visitors and clients. Specifically, we use Google Analytics cookies. These cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. Cookies can be cleared or altered in your browser settings.

Website Usage Data

With or without cookies, our website keeps track of usage data, such as the date and time of the visit and search criteria. We use this data to better understand how our website is used. This information is not attributed to you as an individual.

Website Security

We take data security seriously, and in conjunction with our IT systems providers, we undertake regular reviews of our online security measures and procedures. You will notice in the address bar a padlock icon; this indicates that our website has a valid security certificate. While we do take all reasonable measures to ensure the safety and security of your data online, due to inherent risks associated with using online services, we are unable to guarantee complete security when using our online services.

Changes to Privacy Policy

This privacy policy has been updated in accordance with current General Data Protection Regulations. We may revise this policy occasionally, in line with our own company policy or to comply with any changes in legislation. If we make any substantial changes, we will notify you by posting an announcement on the Terms page of our site.

This website and its contents are protected by copyright. The content provided on this website is for general guidance only and should not be regarded as a substitute for professional legal advice.

Please contact MKB Law Ltd if you have any questions about this privacy notice. The General Data Protection Regulation also gives you the right to lodge a complaint. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns>