

PRIVACY STATEMENT

Who are we?

Corbett & Co International Construction Lawyers Ltd ('Corbett & Co.') is a limited company incorporated in England and Wales, company number 6306227 and is a data controller under the General Data Protection Regulation and the Data Protection Act 2018 in relation to the processing activities described below.

Introduction

Corbett & Co. regard privacy as a serious matter and we are committed to protecting it. This statement explains when and why we collect personal information about you, how this information is used, the conditions under which it may be disclosed to others, how it is kept secure and your rights in relation to that information. Your use of our online services or your provision of information to us constitutes your agreement to the terms of this Privacy Statement.

We review this policy regularly and it may change from time to time. It is your responsibility to review any amendments so please check this page from time to time to make sure you are happy with any changes and inform us if you would like to discuss any concerns.

Scope of Privacy Statement

This Privacy Statement applies in the following circumstances:

- when you request information from us or provide information to us;
- when we agree to provide legal services to you or the organisation you work for;
- when you or the organisation you work for are a counterparty, or provide services to a counterparty, of one of our clients;
- as a result of your relationship with one of our clients, including when you or the organisation you work for is a regulator, government agency, court, tribunal or other law enforcement agency;
- when you apply for a role or work placement opportunity, or recruitment application with us;
- when you complete an application form on our website;
- when you attend our seminars or other hosted event;
- when you visit our websites and online services (including our mobile apps);
- if you are an alumni of the firm; and
- when you are entered onto our mailing lists to receive publications and other marketing emails.

Whose Information do we hold?

We may hold personal data about the following people:

- Employees and prospective employees;
- Clients and prospective clients;
- Beneficial owners;
- Suppliers and service providers;
- Advisers, consultants and other professional experts;
- Enquirers;
- Industry professionals.

Corbett & Co International Construction Lawyers Ltd

George House, 2 Claremont Road, Teddington TW11 8DG United Kingdom

T + 44 (0)20 8614 6200 E info@corbett.co.uk www.corbett.co.uk

What information will we collect?

We will only collect information from you that is relevant to our relationship with you and if and to the extent that applicable law allows. In particular we may collect the following information from you which is defined as 'personal data':

- Personal details;
- Financial details, as appropriate;
- Business activities.

Basis for processing

We will only use your personal information fairly and where we have a lawful reason to do so. The basis on which we process your personal data is one or more of the following:

- It is necessary for the performance of our contract with you or the organisation you work for;
- It is necessary for us to comply with a legal obligation.
- We have a legitimate interest to do so which is not overridden by your interests or your rights and freedoms. Such legitimate interests include the provision of legal services and marketing relevant services directly to you;
- You have given us your consent (where necessary) to such use, or the organisation you work for has obtained your consent (where necessary) to share the information with us. Your consent can be withdrawn at any time by sending an email to: info@corbett.co.uk.
- In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific purpose at any time. Once the firm has received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How will we use your data?

We may use your information for the following purposes:

- Provision of legal services including advising and acting on behalf of clients;
- Promotion of our goods and services;
- Provision of education and training to customers and clients;
- Maintaining accounts and records;
- Compliance with our legal obligations to identify and verify the identity of our clients and their beneficial owners;
- Sending marketing material to you;
- Processing and responding to requests, enquiries or complaints received from you.

Who will we share your information with?

Under the SRA Code of Conduct there are very strict rules about who we can share your information with and this will normally be limited to other people who will assist with your matter. This may include:

- Barristers and other lawyers;
- Experts;
- Researchers;
- Courts and tribunals;
- Third parties who provide services integral to our work;
- Law enforcement and regulatory authorities.

Where you authorise us to do so we may also disclose your information to others.

Corbett & Co International Construction Lawyers Ltd

George House, 2 Claremont Road, Teddington TW11 8DG United Kingdom

T + 44 (0)20 8614 6200 E info@corbett.co.uk www.corbett.co.uk

How long will we keep your information for?

- We will only retain personal data for as long as is necessary for the purpose we are using it for. How long we retain data will vary depending on that purpose.
- We will normally keep your information throughout the period of time that we do work on a matter and afterwards for a period of at least six years as we are required to do by law and by the regulations that apply to us.

Transfers to other countries

- We may from time to time transfer your personal data to a country outside of the EEA.
- Normally this will be necessary for the performance of your contract with us or for the bringing or defence of legal claims on your behalf.
- Sometimes we may transfer your personal data for other reasons and we will ensure that appropriate safeguards are in place at all times.

Security

- We shall ensure that all the information that you provide to us is kept secure using appropriate technical and organisational measures.
- In the event of a personal data breach we have in place procedures to ensure that the effects of such a breach are minimised and shall liaise with the ICO and with you as appropriate.
- Further information can be obtained by sending an email to info@corbett.co.uk.

External Links

Our website contains links to other sites which are controlled by third parties. This privacy statement will no longer apply once you have left our website for a third party site. You should review the third party website's privacy policy. We do not accept any responsibility for their use of your personal information.

Cookies

Cookies are text files which contain information about your internet usage which is held in your browser or on your computer's hard drive. There are different types of cookies and some are essential for a website to operate properly. Our website also uses cookies (including Google Analytics' cookies) to obtain an overall view of visitor habits and visitor volumes. The cookies on our site do not collect information that identifies visitors, so we cannot identify you individually.

What rights do you have?

You have the following rights under GDPR that you can exercise under certain circumstances in relation to the personal information that we hold. These rights are:

- Right to transparency
- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object

Right of access

- You have a right to see the information we hold about you.
- To access this, you need to provide a request in writing together with proof of identity.
- We will usually process your request free of charge and within 30 days however we reserve the right to charge a reasonable administration fee and to extend the period of time by a further two months if the request is manifestly unfounded or vexatious and/or is very complex.

Corbett & Co International Construction Lawyers Ltd

George House, 2 Claremont Road, Teddington TW11 8DG United Kingdom

T + 44 (0)20 8614 6200 E info@corbett.co.uk www.corbett.co.uk

- Full details are available in our data subject access policy which is available on request by sending an email to info@corbett.co.uk.

Right to erasure

- You have a right to ask us to erase your personal data in certain cases (details may be found in Article 17 of the GDPR).
- We will deal with your request free of charge and within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation, or that is required to exercise or defend legal claims.
- To exercise your right to erasure please contact us by sending an email to info@corbett.co.uk.

Who can you complain to?

- If you are unhappy about how we are using your information or how we have responded to your request, then initially you should contact us at info@corbett.co.uk.
- If your complaint remains unresolved then you can contact the Information Commissioner's Office, details are available at www.ico.org.uk.

Corbett & Co International Construction Lawyers Ltd

George House, 2 Claremont Road, Teddington TW11 8DG United Kingdom

T + 44 (0)20 8614 6200 E info@corbett.co.uk www.corbett.co.uk

Authorised and regulated by the Solicitors Regulation Authority (SRA No: 471935). Registered in England & Wales Company No: 6306227.
VAT Registration No: GB 9231 90049. A list of directors is open to inspection at the registered office or online at www.corbett.co.uk