

## **LATIF ADAMS SOLICITORS PRIVACY NOTICE**

**1 LATIF ADAMS SOLICITORS** take data privacy seriously. This Statement explains how we may collect and process information about

- Visitors to our website
- People who use our services eg clients
- Job applicants and current employees.

## **2 SUBMITTING YOUR CONTACT DETAILS**

On various occasions, including through forms on our website, we invite or request you to submit your contact details and other information about yourself or your organisation, or to send us emails which will of course identify you.

## **3. HOW WE WILL USE THIS INFORMATION**

In each case, the purpose for which you give us information is clear. We will not use your information for purposes which are not clear when you provide your details, and will not disclose it outside Latif Adams Solicitors, except to service providers acting on our behalf or in other very limited circumstances, for example, with your agreement or where we are legally obliged to do so.

## **4. IF YOU DO NOT WANT TO RECEIVE INFORMATION FROM US**

If we propose to use your details to send you information from LATIF ADAMS SOLICITORS about legal developments which we believe may be of interest to you ( other than information you have specifically

requested) we give you an opportunity to tell us that you do not wish to receive such information by ticking a box, alternatively you can let us know your preferences by sending an email to [Nusrat@latifadams.co.uk](mailto:Nusrat@latifadams.co.uk)

## **5. SECURITY**

We have robust information security management systems in place to protect your personal information

## **6 ANTI MONEY LAUNDERING POLICIES AND PROCEDURES**

Our anti-money laundering (AML) policies are generally based on the highest standards that are required. The Firm conducts client due diligence enquiries on each new client and persons connected with them and conducts ongoing monitoring of existing clients. These enquiries are based on the FATF Recommendations, and the EU Fourth Money Laundering Directive. Where necessary for these purposes, we seek relevant information from third party data suppliers. Where individuals have supplied personal data for this purpose we will only use it for that purpose and will keep it only as long as the relevant AML and data protection legislation requires.

The Firm also has internal procedures to ensure that any suspicions of money laundering are reported to the appropriate authorities where there is an obligation to do so. Lawyers and other relevant staff are provided with training on these issues.

***If you have any questions about our privacy policies, want to exercise your right to see a copy of the information that we hold about you, or think that information we hold about you may need to be corrected, want to delete all or any part of it or to object to the processing on legitimate grounds, please contact us with enquiry topic "Data Privacy."***