

General Data Protection Regulation (GDPR).

When you instruct this firm, we need to know your name, address and certain other personal information. This information essential to enable us to provide our legal services to you, to have documentation and searches carried out on our behalf by others on an outsourced basis, to enable us to verify your identity (through external contractors who use various data base records) to invoice you and to recover payment for those services and to communicate with you on any matter relating to our services.

If this firm should merge with another or take over another firm, investigations and due diligence checks may require the disclosure of personal and confidential information we hold about you to third parties, such as accountants or professional advisers. In such cases adequate steps will be taken where possible to protect client confidentiality and by instructing this firm you confirm your consent to the disclosure of any personal information believed to be necessary to comply with any reasonable due diligence checks

Your instructions also give consent to disclosure of personal and confidential information to comply with any legal obligation imposed upon us. For example, the disclosure of information to our Regulatory body, the Legal Ombudsman, our Auditors, the Police, and other crime enforcement agencies unless protected by legal privilege, and our Insurers.

You will also authorise us by your instructions to disclose your personal and confidential information to various third parties to comply with and carry out your instructions. For example, Barristers who may assist with your matter, other lawyers involved in your matter, Banks and Insurers all of whom may be required to facilitate services required in your matter

We may require at any time during your instructions for your and this firm's security, monitor and record telephone calls and emails and we reserve the right to do so.

This firm is subject to continual compliance regulation by our regulatory body, the CLC who require access to client files and records containing personal and confidential information about you. By your instructions you consent to the disclosure of this information for this purpose. The CLC will (and are required to) maintain confidentiality in relation to your files and confidential information

We may (but rarely) wish to provide you with information about other services which we think may be of interest to you or with related information from third parties that we think may be of interest to you

If you do not want to receive all or any of this other information please write to:- The Data Controller

Property Transfer Co-ordination

Corner House

12 Fairfield West

Kingston upon Thames

Surrey KT1 2NR

(or email on (enquiries@ptc-conveyancing.co.uk))