

I take your privacy very seriously. Please read this privacy policy carefully as it contains important information on how and why I collect, store, use and share your personal data. It also explains your rights in relation to your personal data and what to do if you have a complaint.

This privacy policy does not apply to any third party websites that may have links to my own website.

My clients should read this policy alongside my general terms of business, which provide further information on confidentiality.

1 Who I am and what I do?

- 1.1 I am Wael Omer Abdin Mohamed, a freelance solicitor practicing non-reserved legal services, authorised and regulated by the Solicitors Regulation Authority under number 8011522. Contact details can be found at section 15. My trading name is Wael Abdin Solicitor.

I collect, use and am responsible for certain personal data about you. When I do so I must comply with the UK General Data Protection Regulation (UK GDPR). My services and website are not aimed specifically at children who are usually represented by their parents or guardians. If you are a child and you want further information about how I might use your data, please contact me (see '**How to contact me**' at section 15).

2 Terminology

It would be helpful to explain some key terms used in this policy:

I, my, me	Wael Abdin of Wael Abdin Solicitors
Personal data	Any information relating to an identified or identifiable individual
Special category personal data	Personal data revealing racial or ethnic origin, political opinions, religious beliefs, philosophical beliefs or trade union membership Genetic data Biometric data (where used for identification purposes) Data concerning health, sex life or sexual orientation
Data subject	The individual who the personal data relates to
You, your	As the context dictates, my clients and individuals associated with them, contacts, suppliers and any individuals whose personal data I receive in the course of providing my services

3 Personal data I collect

3.1 I collect or use the following information in relation to my clients:

Personal data I will collect	Personal data I may collect depending on the matter in which I am instructed
<p>Your name, address and telephone number</p> <p>Information to enable us to check and verify your identity, eg your date of birth or passport details</p> <p>Gender and pronoun preferences</p> <p>Occupation</p> <p>Marital status</p> <p>Electronic contact details, eg your email address and mobile phone number</p> <p>Information relating to the matter in which you are seeking my advice or representation</p> <p>Information to enable me to undertake a credit or other financial checks on you</p> <p>Your financial details so far as relevant to your instructions, eg the source of your funds if you are instructing on a purchase transaction</p> <p>Payment details (including card or bank information for transfers and direct debits)</p> <p>Information about how you interact with and use my website, products and services</p> <p>Audio recordings, eg calls</p> <p>Video recordings, eg of virtual meetings</p>	<p>Your National Insurance and tax details</p> <p>Details of your professional online presence, eg LinkedIn profile</p> <p>Your employment status and details including salary and benefits, eg if you instruct me on a matter related to your employment or in which your employment status or income is relevant.</p> <p>Criminal records data, including driving or other convictions.</p> <p>Details of your pension arrangements, eg if you instruct me on a pension matter or in relation to financial arrangements following breakdown of a relationship.</p> <p>Your employment records including, where relevant, records relating to sickness and attendance, performance, disciplinary, conduct and grievances, eg if you instruct me on matter related to your employment or in which your employment records are relevant.</p> <p>Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs, eg if you instruct me on discrimination claim.</p> <p>Information relating to sex life or sexual orientation, eg if you instruct me on a discrimination claim</p> <p>Your trade union membership and/or political opinions, eg if you instruct me on a discrimination claim or your matter is funded by a trade union.</p> <p>Genetic information and/or biometric information used to identify someone, eg where this is relevant to a matter I am working on for you.</p> <p>Health information such as your medical records</p>

- 3.2 The main purpose of collecting and using this information is to provide products and services to my clients. However, I may also collect and use the above information for the purposes set out in section 5.3.
- 3.3 If you do not provide personal data I ask for, it may delay or prevent me from providing those services.

4 How your personal data is collected

4.1 I collect most of the above information from you.

4.2 However, I may also collect information:

- 4.2.1 from publicly accessible sources, eg Companies House or HM Land Registry;
- 4.2.2 directly from a third party, eg:
 - (a) sanctions screening providers;
 - (b) credit reference agencies;
 - (c) client due diligence providers;
- 4.2.3 from a third party with your consent, eg:
 - (a) your bank or building society, another financial institution or advisor;
 - (b) your legal advisor, employer and/or trade union, professional body or pension administrators;
 - (c) your doctors, medical and occupational health professionals;
- 4.2.4 via my website—I use cookies and similar technologies on my website
- 4.2.5 via my security, information technology (IT) systems, eg:
 - (a) via my case management, document management and time recording systems;
 - (b) from door entry systems and reception logs;
 - (c) through automated monitoring of my websites and other technical systems, such as my computer networks and connections, CCTV and access control systems, communications systems, email and instant messaging systems;

5 How and why I use personal data

- 5.1 Under data protection law, I can only use your personal data if I have a proper reason, eg:
- 5.1.1 you have given consent—where I need your consent, I will ask for it separately of this privacy policy and you can withdraw consent at any time;
 - 5.1.2 to comply with my legal and regulatory obligations;
 - 5.1.3 to fulfil my contract with you or take steps at your request before entering into a contract; or
 - 5.1.4 for my legitimate interests or those of a third party.

5.2 A legitimate interest is when I have a business or commercial reason to use your personal data, so long as this is not overridden by your own rights and interests. I will carry out an assessment when relying on legitimate interests, to balance my interests against your own. You have the right to object to processing based on legitimate interests. I must then stop the processing unless I can demonstrate compelling legitimate grounds which override your interests, rights and freedoms or the processing is required to establish, exercise or defend legal claims.

5.3 The table below explains what I use your personal data for and why.

What I use your personal data for	My reasons
Providing services to my clients	To fulfil my contract with clients or to take steps at their request before entering into a contract
Preventing and detecting fraud against you or myself	For my and/or your legitimate interests, ie to minimise fraud that could be damaging for you and/or me
Conducting checks to identify my clients and verify their identity Screening for financial and other sanctions or embargoes Other activities necessary to comply with professional, legal and regulatory obligations that apply to my business, eg under health and safety law or rules issued by my professional regulator	Depending on the circumstances: —to comply with my legal and regulatory obligations —for my legitimate interests
To check whether there is any conflict of interest between myself and you and/or between you and another client	To comply with my legal and regulatory obligations
To enforce legal rights or defend or take legal proceedings	Depending on the circumstances: —to comply with my legal and regulatory obligations —for my legitimate interests or those of a third party
Gathering and providing information required by or relating to audits, enquiries or investigations by regulatory bodies	Depending on the circumstances: —to comply with my legal and regulatory obligations —for my legitimate interests

What I use your personal data for	My reasons
Ensuring internal business policies are complied with, eg policies covering security and internet use	For my legitimate interests, ie to make sure I am following my own internal procedures so I can deliver the best service to our clients
Operational reasons, such as improving efficiency, training and quality control	For my legitimate interests, ie to be as efficient as I can so I can deliver the best service to my clients at the best price
Ensuring the confidentiality of commercially sensitive information	Depending on the circumstances: —for my legitimate interests, ie to protect trade secrets and other commercially valuable information —to comply with my legal and regulatory obligations
Statistical analysis to help me manage my business, eg in relation to our financial performance, client base, services range or other efficiency measures	For my legitimate interests, ie to be as efficient as I can so I can deliver the best service to my clients at the best price
Protecting the security of systems and data used to provide services, preventing unauthorised access and changes to our systems	Depending on the circumstances: —for my legitimate interests, ie to prevent and detect criminal activity that could be damaging for you and/or myself —to comply with my legal and regulatory obligations
Updating and enhancing client records	Depending on the circumstances: —to fulfil my contract with you or to take steps at your request before entering into a contract —to comply with my legal and regulatory obligations —for my legitimate interests, eg making sure I can keep in touch with my clients about existing and new services
Statutory returns	To comply with my legal and regulatory obligations
Ensuring safe working practices, staff administration and assessments	Depending on the circumstances:

What I use your personal data for	My reasons
	<p>—to comply with my legal and regulatory obligations</p> <p>—for my legitimate interests, eg to make sure I am following my own internal procedures and working efficiently so I can deliver the best service to you</p>
Providing information updates and/or marketing my services and those of selected third parties to existing and former clients and third parties	<p>Depending on the circumstances:</p> <p>—for my legitimate interests, ie to promote my business</p> <p>—consent (which you can withdraw at any time)</p>
Credit reference checks via external credit reference agencies	For my legitimate interests, ie to ensure my clients are likely to be able to pay for my services
To deal with complaints or claims	<p>Depending on the circumstances:</p> <p>—to comply with my legal and regulatory obligations</p> <p>—for my or your legitimate interests, eg to make sure any potential claim is reported to my insurer</p>
External audits and quality checks, eg for ISO, Lexcel or Investors in People accreditation and the audit of our accounts <i>to the extent not covered by ‘activities necessary to comply with legal and regulatory obligations’ above</i>	<p>Depending on the circumstances:</p> <p>—for my legitimate interests, ie to achieve and maintain relevant accreditations so I can demonstrate I operate at the highest standards</p> <p>—to comply with my legal and regulatory obligations</p>

5.4 Where I process special category personal data (see section 2 ‘Terminology’), I will also ensure I am permitted to do so under data protection laws

5.4.1 I have your explicit consent;

5.4.2 the processing is necessary to protect your (or someone else’s) vital interests where you are physically or legally incapable of giving consent;

5.4.3 the processing is necessary to establish, exercise or defend legal claims; or

5.4.4 the processing is necessary for reasons of substantial public interest.

6 Marketing

- 6.1 I may use your personal data to send you updates (eg by email, text message, telephone, post or social media channels) about my services, including exclusive offers, promotions or new services.
- 6.2 I have a legitimate interest in using your personal data for marketing purposes (see section 5 '**How and why I use personal data**'). This means I do not usually need your consent to send you marketing information. Where this is not the case, I will always ask for your consent.
- 6.3 In all cases, you have the right to opt out of receiving marketing communications at any time by:
- 6.3.1 contacting me;
 - 6.3.2 using the 'unsubscribe' link in emails or 'STOP' number in texts; or
- 6.4 I may ask you to confirm or update your marketing preferences if you ask me to provide further services in the future, or if there are changes in the law, regulation, or the structure of my business.
- 6.5 I will always treat your personal data with the utmost respect and never share it with other organisations for marketing purposes.

7 Who I share your personal data with

- 7.1 I routinely share personal data with:
- 7.1.1 third parties I use to help deliver my services, eg providers of my case management and finance system, IT service providers including cloud service providers such as data storage platforms, shared service centres and financial institutions in connection with invoicing and payments;
 - 7.1.2 third party external advisors or experts engaged in the course of providing services, eg *barristers, tax advisors, local counsel and technology service providers such as eDiscovery and document review platforms*;
 - 7.1.3 companies providing services for money laundering checks and other crime prevention purposes and companies providing similar services, including financial institutions and credit reference agencies;
 - 7.1.4 other third parties I use to help promote my business, eg marketing agencies;
 - 7.1.5 third parties approved by you, eg social media sites you choose to link your account to or third party payment providers;
 - 7.1.6 my insurers and brokers;
 - 7.1.7 my bank;

- 7.1.8 as I am registered blind, my support workers (personal assistants) will be accessing your data in order to perform my services.
- 7.2 I only allow those organisations to handle your personal data if I am satisfied they take appropriate measures to protect your personal data. I ensure all outsourcing providers operate under service agreements that are consistent with my legal and professional obligations, including in relation to confidentiality.
- 7.3 Myself or the third parties mentioned above may occasionally also share personal data with:
- 7.3.1 my and their external auditors, eg in relation to the audit of my or their accounts, in which case the recipient of the information will be bound by confidentiality obligations
 - 7.3.2 my and their professional advisors (such as lawyers and other advisors), in which case the recipient of the information will be bound by confidentiality obligations
 - 7.3.3 law enforcement agencies, courts, tribunals and regulatory bodies to comply with my legal and regulatory obligations
- 7.4 If you would like more information about who I share my data with and why, please contact me (see '**How to contact me**' at section 15).

8 Where your personal data is held

- 8.1 Personal data may be held at my offices and those of our third party agencies, service providers, representatives and agents as described in section 7 '**Who I share your personal data with**'.

9 How long your personal data will be kept

- 9.1 I will not keep your personal data for longer than I need it for the purpose for which it was collected or as required by law.
- 9.2 As a general rule, I will keep your personal data for at least *seven* years from the conclusion of your matter, in case you, or me, need to bring or defend any complaints or claims. However, different retention periods apply for different types of personal data and for different services
- 9.3 Following the end of the of the relevant retention period, I will delete or anonymise your personal data.
- 9.4 If you would like further information about how long I keep your personal data, please contact me (see '**How to contact me**' at section 15).

10 Your rights

- 10.1 You have the following rights, which you can exercise free of charge:

Access	You have the right to ask me for copies of your personal data. You can request other information such as where I get personal data from and who I share personal data with. There are some exemptions which means you may not receive all the information you ask for
Rectification	You have the right to ask me to correct or delete personal data you think is inaccurate or incomplete
Erasure (also known as the right to be forgotten)	You have the right to ask me to delete your personal data—in certain situations
Restriction of processing	You have the right to ask me to limit how I use your personal data—in certain situations, eg if you contest the accuracy of the data
Data portability	You have the right to ask that I transfer the personal data you gave me to another organisation or to you—in certain situations
To object	You have the right to object: —at any time to your personal data being processed for direct marketing (including profiling) —in certain other situations to my continued processing of your personal data, eg processing carried out for my legitimate interests unless I demonstrate compelling legitimate grounds for the processing which override your interests or for establishing, exercising or defending legal claims
Not to be subject to automated individual decision making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you
The right to withdraw consent	When I use your consent as my lawful basis, you have the right to withdraw that consent at any time You may withdraw consents by email Withdrawing consent will not affect the lawfulness of my use of your personal data in reliance on that consent before it was withdrawn

10.2 If you make a request, I must respond to you without undue delay and in any event within one month.

10.3 If you would like to exercise any of those rights, please:

10.3.1 email, call or write to me—see section 15 '**How to contact me**'; and

10.3.2 provide enough information to identify yourself (*eg your full name, address and client or matter reference number*) and any additional identity information I may reasonably request from you;

10.3.3 let me know what right you want to exercise and the information to which your request relates.

11 Keeping your personal data secure

- 11.1 I have implemented appropriate technical and organisational measures to keep your personal data confidential and secure from unauthorised access, use and disclosure. I limit access to your personal data to those who have a genuine business need to access it. Those processing your personal data will do so only in an authorised manner and are subject to a duty of confidentiality.
- 11.2 I require my suppliers and other third parties to implement appropriate security measures to protect personal data from unauthorised access, use and disclosure.
- 11.3 I also have procedures to deal with any suspected data security breach. I will notify you and any applicable regulator of a suspected data security breach where I am required to do so.

12 How to complain

- 12.1 Please contact me if you have any queries or concerns about my use of your personal data (see '**How to contact me**' at section 15). I hope I will be able to resolve any issues you may have.
- 12.2 You may also have the right to lodge a complaint with the Information Commissioner's Office (the UK data protection regulator also known as the ICO).
- 12.3 The contact details for the ICO are:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>
- 12.4 Please contact me if you would like further information.

13 Changes to this privacy policy

- 13.1 This privacy policy was published on 02/07/2025 and last updated on 01/07/2025.
- 13.2 I may change this privacy policy from time to time. When I do I will publish the updated version on my website and ask for your consent to the changes if legally required.

14 Updating your personal data

I take reasonable steps to ensure your personal data remains accurate and up to date. To help me with this, please let me know if any of the personal data you have provided to me has changed, eg your surname or address—see '**How to contact me**' at section 15).

15 How to contact me

You can contact me by post, email or telephone if you have any questions about this privacy policy or the information I hold about you, to exercise a right under data protection law or to make a complaint.

My contact details are shown below:

My contact details
<i>W2 Wellington House, Wellington Street, Cardiff, CF11 9BE, United Kingdom</i>
<i>wael@waelabdin.com</i>
<i>+447593187056</i>

16 Do you need extra help?

If you would like this policy in another format (for example audio, large print, braille) please contact me—see '**How to contact me**' at section 15).