

Adroit Law Privacy Policy

1.0 Introduction

We (Adroit Law) are committed to upholding and respecting the privacy of our customers. This Privacy Notice guides you as you interact with us on our website.

We are keen on respecting your privacy. We believe that your personal information should be handled with a high level of confidentiality and we want you to feel secure about sharing it with us.

This Privacy Notice is our guide for how we collect, process, use, and dispose of your data. We trust that it will also guide you on your rights and how to exercise them.

2.0 Definitions

References to

“Personal Data” means:

Any information that can be used to identify you, like your name, email address, phone number or even your location.

“Biodata”

This includes specific personal details about you, like your date of birth, gender, education, and work experience. It is commonly used collected during job applications or when creating client profiles

“Data subject”

This is you - the person whose personal data we collect and use.

“Data Controller”

This is us- the organization that decides why and how your personal data will be used

“Data Processor”

These are people or companies we may share your personal data with to help us do things, like manage our website or run our services

“Processing”

This just means anything we do with your personal data, such as collecting, storing, using, or sharing it.

“Consent”

This is when you give us permission to use your personal data. You can always say no or change your mind later.

“Third Party”

These are other people or organizations we might share your personal data with, like service providers who help us run our business.

“Data Breach”

This happens when personal data is accidentally shared with someone who shouldn't have access to it or gets lost or stolen.

“Anonymization”

This means changing your personal data so that no one can tell it's about you anymore

“Retention Period”

This is how long we keep your personal data before we delete it.

“Cookie”

This is a small file saved on your device that helps us remember things like your preferences when you visit our website.

“Encryption”

This is how we protect your personal data by turning it into a secret code that only authorized people can read.

“Responsible Person”

This is the individual within our Firm who is in charge of making sure your personal data is handled properly and in line with the law.

3.0 Purpose

We have set standards by which we abide while processing your information. These standards are reduced to this Privacy Notice, which explains these standards and also explains how you can partner with us to ensure your right to privacy is upheld.

4.0 Information we collect from you

As you engage with us, we may collect the following personal data:

4.1 Contact information

We may collect details on your name, mobile number, email and postal address when you share the same with us.

- 4.2 Business data, which we find useful in identifying you when you instruct concerning a business or company you are part of.
- 4.3 Subscriptions when you subscribe to receive briefings, newspapers or legal updates, and your consent preferences to help us identify which materials you are interested in receiving.
- 4.4 Events data which include attendance at and provision of feedback forms in relation to our events.
- 4.5 Information from public sources such as professional networks and internet publications.
- 4.6 Information in connection to legal proceedings available publicly or that which is necessary for us to conduct legal proceedings.
- 4.7 Social media posts when you interact with our various social media posts.
- 4.8 Technical information when you access this website and our technology services. This information includes your IP address, browser type and version, the time zone settings, the operating system you are using, the type of device you are using, and your mobile network information.
- 4.9 Online data, including information on your visit on our website including URL clickstream to, through and from our website. It may also include information about your network such as information about your device, configurations, length of visits and interaction information such as scrolling, clicks, mouse-overs and whether you click on particular links or open our emails.
- 4.10 We do not collect your personal information that relates to your online activities across third-party website or online services.

5.0 When we collect your personal data

We collect your personal data when:

- 5.1 You engage with us through third-party platforms:

We collaborate with external platforms, where potential clients can contact us. Through this platform, we collect personal information such as your name, email address, phone number, and a brief summary of your legal issue to facilitate initial consultations and provide legal services.

- 5.2 You visit and interact with our website:

When you visit our website, we may collect information such as your name, email address, phone number and any other personal details you voluntarily provide through contact forms, subscription forms or inquiry pages. This

data helps us respond to your inquiries, provide legal assistance, or offer additional services tailored to your needs.

5.3 You communicate with us via email:

If you contact us directly via email, we will collect your email address and any other information included in your email (such as your name and the details of your inquiry) to respond to your query and offer the appropriate legal advice or services.

5.4 You contact us by phone through referrals:

We also collect personal data when you reach us through referrals, typically by phone. This may include your name and phone number, and the details of your legal inquiry, which are necessary for us to assess your case and provide legal assistance.

5.5 You apply for employment or internships:

When you submit a job application or CV for employment or internships, we collect personal data such as your name, contact details (email, phone number and address), and any additional information included in your application documents. This information is used solely for the purpose of recruitment and evaluation of your candidacy.

6.0 How we use your personal data

We use your personal data for the following purposes:

6.1 Service provision

We use your information to provide you with the services you retain the Firm to do, which includes but is not limited to consultancy, legal representation and legal advice.

6.2 Business relationship

We use your information to manage and administer our relationship with you, your company, or your organization. This includes keeping records about business contacts, services, and payments to allow us to customize our interaction with you and develop our relationship.

6.3 Communication

Where you allow us to, we will use information you have provided us with to send you emails, newsletters and other messages to keep you informed of legal developments where you give consent.

6.4 Events

Sometimes, we organize events, which we may invite you for. After the events, we may request for feedback. Most of the time, the feedback is anonymized, except where you elect to provide us with your information.

6.5 Legal compliance

This may sometimes be in the form of due diligence we conduct on clients relating to anti-money laundering and other regulatory requirements.

6.6 Website Monitoring

We also use information to ensure that our website is running and functioning well. (Please refer to our cookie policy for more information.)

7.0 Why we use your personal data

We use your personal data for the following reasons:

7.1 Legitimate interests

As a firm, we have legitimate business interests in providing you with legal services, which we require your personal information to achieve. We also have a legitimate interest in managing our business and relationship with you and your company or organization. This also includes understanding and responding to your inquiries and feedback to help improve our service. Our legitimate interests extend to enforcing our terms of engagement in our website and other terms and conditions and to enforcing terms of contracts entered into by us to you or on your behalf in relation to others. However, we only process your information under legitimate interests as long as it does not override your interests or rights as a data subject.

7.2 Consent

We use your data where you have given consent for us to process your data. In this instance, we only use the information in relation to what you consent to.

7.3 Compliance with legal and regulatory compliance

We use your data where it is necessary to comply with legal or regulatory obligations and where it is necessary in legal proceedings.

8.0 To whom we may disclose your information

We may share your personal information under the following circumstances:

8.1 To law enforcement agencies, regulators, or other competent authorities when required by law, regulations, or good practices. This

includes complying with legal obligations or responding to lawful requests

- 8.2 To appropriate parties in case of emergencies, mainly to protect the health and safety of our clients, staff, or other stakeholders involved in our organization.
- 8.3 To your company or organization where necessary for the provision of legal services that are engaged in delivering.
- 8.4 To screening service providers to ensure compliance with legal obligations, such as crime prevention, anti-money laundering, sanctions checks, and other regulatory screenings.
- 8.5 To analytics service providers to support and enhance our website's functionality, improve user experience, and conduct necessary website performance analysis.
- 8.6 To third parties in the event of a business acquisition or reorganization, in which case your personal information may be shared as part of the due diligence or transfer process.
- 8.7 To event organizers or other delegates, where your name may appear on attendance lists if you've confirmed participation in events.

9.0 Direct Marketing Clause

We may use the information you provide through our website or other means for direct marketing purposes. This includes sending emails, legal updates and other communications to keep you informed about legal developments, marketing insights, and the services we offer, including events that we believe may be of interest to you.

You have the right to opt out of receiving direct marketing communications from us at any time. You can do this by adjusting your marketing preferences in your online account settings, by clicking the "unsubscribe" link at the bottom of any marketing email, or by contacting us directly.

10.0 Data Retention Policy

We will generally retain your personal information for as long as necessary to provide our legal services and to comply with legal, accounting or regulatory requirements, in line with our legitimate interests.

The retention period for your data may vary depending on factors such as the reason you contacted us or the specific circumstances under which we obtained your personal data. Particularly:

- 10.1 Personal data provided in the context of the recruitment will only be retained for the duration of the recruitment process. Afterwards, suppose we do not offer you employment. In that case, we will delete

the data unless you consent to further retention for future opportunities.

10.2 If a third-party lead does not result in a client relationship, the data will not be retained.

10.3 If a visitor to our website does not contact the Firm further, their personal data will be automatically deleted within 30 days.

10.4 Suppose potential clients contact us but refrain from engaging our services. In that case, we will only retain their phone numbers or related details within the initial inquiry.

10.5 For legal cases, we will only retain client data in accordance with statutory provisions and applicable laws and upon the client's request for continued services.

10.6 If a client requests the deletion of their data, we will comply with this request unless the data is necessary for legal claims, ongoing legal work, or compliance with legal obligations.

We periodically review our retention practices to ensure that personal data is kept as long as necessary.

11.0 Automated Decision-Making

We do not engage in automated decision-making, including profiling, that may legally or significantly impact you. All decisions involving your personal data are made through human intervention to ensure fair and personalized information handling.

12.0 Data Involving Children

We only collect and process personal data from children under 18 with the express consent of their parents or legal guardians. We have internal data processing policies that ensure that the processing of children's information protects and advances their rights and best interests. This includes safeguarding the confidentiality, security, and integrity of the child's data throughout its lifecycle in full compliance with applicable data protection regulations.

13.0 Change of purpose

We will only use your personal data for the purposes for which it was collected unless we reasonably determine that it is necessary to use it for a purpose compatible with the original one.

If we need to use your personal data for an unrelated purpose, we will notify you and explain the legal basis for the new one. In such cases, we will obtain fresh consent before processing your data.

14.0 Your rights and how to exercise them

You are well protected under the Data Protection Act, 2019, which contains several rights you are entitled to regarding how your personal data is collected, processed and used. These rights empower you to control how your data is handled.

Particularly:

- 14.1 You have the right to be informed about how and why we collect, use and share your personal data. This we uphold by providing you with a Privacy Notice, Cookie Privacy Policy and other Data Protection Notices.
- 14.2 You can request access to your personal data using our contacts, which are shared below. This includes details on how we are processing your data, and you can also request a copy of your personal data.
- 14.3 If your personal data is incorrect or incomplete, you have the right to request that it be corrected or completed.
- 14.4 In certain circumstances, such as where your data is no longer needed for the purpose for which we collected it, you can request its deletion.
- 14.5 You may request that we limit the processing of your personal data in some instances, such as if you dispute the accuracy of your data or if you object to its processing.
- 14.6 You can request for your personal data in a commonly used, machine-readable format and have it transferred to another controller where feasible.
- 14.7 You can withdraw your consent to processing your data at any time. However, this does not affect the lawfulness of any processing made to your personal data prior to your withdrawal of consent.

If you wish to exercise any of these rights, you can contact us using the following methods:

Email: info@adroit.law

Physical Address: P.O. Box 845-00606, Sarit Centre, Nairobi.

Telephone: +254 792076464

You may elect to exercise these rights in person or through a duly authorized person. A parent or a guardian may exercise these rights on your behalf in

the case of minors. Individuals with mental or other disabilities may exercise these rights through a duly authorized guardian.

When making a request, we may need to verify your identity before proceeding. Once your identity is confirmed, we will respond within a reasonable timeframe.

If we cannot grant your request, we will provide the reasons for denial, and you may have the right to lodge a complaint with the Office of the Data Protection Commissioner.

15.0 How We Secure Your Data

We implement various security measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction.

Our data security practices include:

- 15.1 We use encryption technologies to protect sensitive data in transit and at rest, ensuring that unauthorized parties cannot access or read your information.
- 15.2 We restrict access to personal data to authorized personnel only. Access rights are based on job responsibilities, and regular audits are conducted to ensure compliance.
- 15.3 We collect and process only the personal data necessary for our purposes, reducing the risk of handling unnecessary data.
- 15.4 Our staff undergoes regular training on data protection best practices and the importance of safeguarding personal information.
- 15.5 In the event of a data breach, we have an incident response plan in place to address and mitigate any risks to your personal data quickly.

16.0 Data Protection Officer

We have a Data Protection Officer who oversees our data protection practices and ensures that we always comply with the Data Protection Act.

This is the person you will have direct contact with should you have any inquiries, requests or concerns related to processing your personal data. You can reach out to our Data Protection Officer via:

Email: info@adroit.law

Telephone: +254 792 076464

17.0 Changes to This Privacy Notice

We may update this Privacy Notice occasionally to reflect changes in our practices, legal requirements, or other operational reasons.

Any modifications will be effective immediately upon posting the revised notice on our website.

We encourage you to periodically review this Privacy Notice to stay informed about how we are protecting your personal data. If we make significant changes to this notice, we will notify you through prominent notices on our website or direct communication, such as email, where appropriate.

18.0 Conclusion

We encourage you to contact us if you have any questions or concerns regarding our privacy practices or your personal data. Your trust is important to us, and we strive to ensure that your information is handled with the utmost care and transparency.