



Martin Tolhurst Partnership LLP Privacy Notice (Summary) Client Privacy Notice – Summary of Our Policy – see our Website for the full policy.

V1 February 2026

Martin Tolhurst Partnership LLP is committed to protecting your personal data and respecting your privacy.

What we use your data for

We use your personal data to:

- provide legal advice and progress your matter
- communicate with you about your case
- verify your identity and comply with anti-money laundering requirements
- meet our legal, regulatory and professional obligations
- keep accurate records and, where necessary, defend legal claims

What data we may hold

This may include:

- your contact and identity details
- financial information needed for your matter
- information about your legal matter (documents, correspondence and instructions)
- in some cases, special category data (such as health information) where required for the work

Our lawful reasons for using your data

We process your data under UK GDPR because it is necessary for:

- our **contract** with you (providing legal services)
- our **legal obligations** (including regulatory and anti-money laundering duties)
- our **legitimate interests** (running our firm, providing services efficiently and securely)
- and sometimes your **consent**, where required for a specific purpose

Who we share your data with

We only share your data where necessary and lawful, such as with:

- courts and tribunals
- barristers and experts
- HMRC, HM Land Registry, Companies House, banks and mortgage lenders (where relevant)
- other solicitors and third parties involved in your matter
- trusted IT and legal service providers acting under our instructions

We do **not** sell your personal data.

How long we keep your data

We keep your data only for as long as necessary. Our standard retention periods are:

- **Minimum of 7 years** for hard copy files
- **Minimum of 12 years** for electronic files
(although some matters may require longer retention)

Your rights

You have rights under UK GDPR, including the right to:

- request access to your data
- ask us to correct inaccurate data
- request deletion or restriction (where the law allows)
- object to certain types of processing

Contact and complaints

If you have any questions or wish to exercise your rights, please contact our Data Protection Officer, Richard Carter at rcarter@martintolhurst.co.uk. You also have the right to complain to the Information Commissioner's Office (ICO).

Martin Tolhurst Solicitors Portal App

Privacy in brief

This App gives you secure access to updates about your legal matter.

What we use

Your email/identity details (to verify access) and case updates/milestones/notes from our case management system.

What we do not collect

No GPS/location, contacts, photos, or biometric data.

Who processes it

Martin Tolhurst LLP is the data controller. The App platform is provided by Law Firm Services Limited (Minerva) as our data processor.

Why we process it

To provide legal updates securely and efficiently (contract and/or legitimate interests).

Your choice

You can delete the App at any time. This does not delete data we must keep for legal/regulatory reasons.