

Privacy Notice

Version 1.0 - August 2026

Last updated: 13 August 2026

Rahim Ahmed Solicitors is committed to protecting personal information and respecting privacy. This Privacy Notice explains how we collect, use, store and share personal information when you contact us, use our website, instruct us, are involved in a matter on which we are acting, apply to work with us, or otherwise interact with our firm.

1. Who we are

Rahim Ahmed Solicitors is the trading name of Rahim Ahmed Solicitors Limited, a private limited company registered in England and Wales under company number 16717415.

Our registered office and principal place of business is:

Rahim Ahmed Solicitors
28 Bury New Road
Prestwich
Manchester
M25 0LD
Telephone: 0161 241 3736
Email: info@rahimahmedsolicitors.co.uk

Rahim Ahmed Solicitors Limited is authorised and regulated by the Solicitors Regulation Authority under SRA number 8015412.

For the purposes of data protection law, Rahim Ahmed Solicitors Limited is the controller of the personal information described in this Privacy Notice. Our ICO registration number is ZC206878.

2. Who this Privacy Notice applies to

This Privacy Notice applies to clients and prospective clients; people connected with or involved in a client matter; witnesses, experts, opponents and other participants in legal proceedings or transactions; website visitors; suppliers and professional contacts; complainants; and people who apply to work with us.

3. The personal information we may collect

The personal information we collect will depend on our relationship with you and the legal services concerned. It may include:

- your name, address, date of birth and contact details;
- identification and verification information;
- information about nationality, immigration status or the right to remain in the United Kingdom where relevant;
- information relating to your legal matter, circumstances and instructions;
- financial, banking, payment, source-of-funds and source-of-wealth information where required;
- employment, occupation, income and benefits information;
- family and relationship information;
- information contained in correspondence, documents, photographs, audio or video recordings and other evidence;
- information about claims, disputes and court or tribunal proceedings;
- information relating to other people who are relevant to a matter;
- information provided when you contact us through our website or online forms;
- information relating to complaints, enquiries, requests and the exercise of data protection rights;
- recruitment information if you apply to work with us; and

- technical information generated when you use our website, including device, browser, log and cookie information where applicable.

Some legal matters require us to process information about children. Where we provide privacy information directly to a child, we will use clear, age-appropriate language and provide any further explanation reasonably required.

4. How we collect personal information

We may obtain personal information directly from you when you contact us, make an enquiry, complete an online form, provide documents or information, instruct us or communicate with us during a matter. We may also receive personal information from other sources relevant to the legal services we provide. These may include:

- clients and prospective clients;
- family members, representatives or other people connected with a matter;
- other parties to a dispute, transaction or legal matter and their representatives;
- solicitors, barristers, experts, medical professionals, insurers, claims handlers and other professional advisers;
- courts, tribunals, government departments, public authorities, regulators and law-enforcement bodies;
- organisations involved in a claim, transaction, application or legal proceeding;
- publicly available sources and official registers; and
- service providers and other third parties who are lawfully permitted to provide the information to us.

Where we obtain information about another person, we will process it only where we have a lawful basis. Data protection law may permit us not to provide this Privacy Notice directly in a particular case, including where the person already has the information, where provision would be impossible or involve disproportionate effort, where an applicable exemption applies, or where providing it would breach a legal duty of confidentiality or professional secrecy. Any exception is considered on the facts and is not applied as a blanket rule.

5. How and why we use personal information

Depending on the circumstances, we may use personal information to:

- respond to enquiries and assess whether we are able to assist;
- carry out conflict, identity, sanctions, fraud and other preliminary checks;
- open, administer and manage client and prospective-client files;
- provide legal advice and representation and carry out instructions;
- communicate with clients, prospective clients and other people involved in a matter;
- prepare documents, correspondence, applications, claims and court or tribunal proceedings;
- liaise with courts, tribunals, government departments, public authorities, legal representatives, experts, medical professionals, insurers and other relevant organisations;
- instruct barristers, experts and other professional service providers where required;
- process payments, fees, disbursements and accounting records;
- establish, exercise or defend legal rights and claims;
- comply with legal, regulatory, professional and insurance requirements;
- prevent and detect fraud, misuse, security incidents and other unlawful activity;
- deal with complaints, enquiries, requests and data protection rights;
- maintain appropriate business records and administer and operate the firm;
- protect the security of our systems, communications, premises and information;
- manage recruitment where a person applies to work with us; and
- improve and manage the legal and administrative services we provide.

6. Our lawful bases for processing

Data protection law requires us to identify a lawful basis for each use of personal information. The applicable basis depends on the purpose and circumstances. We may rely on one or more of the following:

Contract: where processing is necessary to take steps at your request before entering into a contract, or to perform our contract with you for legal services.

Legal obligation: where processing is necessary to comply with a legal obligation to which we are subject.

Legitimate interests: where processing is necessary for our legitimate interests or those of another person, provided those interests are not overridden by your interests, rights or freedoms. Our legitimate interests may include operating and administering a legal practice, protecting and enforcing legal rights, preventing fraud and misuse, maintaining information security, recovering sums due, managing complaints and protecting the interests of our clients and business.

Consent: where we ask for and rely on consent for a particular use. You may withdraw consent at any time, although this does not affect processing carried out lawfully before withdrawal.

Vital interests: in a genuine emergency, where processing is necessary to protect someone's life.

7. Special category personal information

Depending on the matter, we may process information about health, racial or ethnic origin, religious or philosophical beliefs, political opinions, trade union membership, genetic or biometric information used for identification, sex life or sexual orientation. We will process special category personal information only where we have both an Article 6 lawful basis and an Article 9 condition. Depending on the circumstances, the Article 9 condition may include:

- processing necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- your explicit consent, where it is appropriate to rely on consent;
- processing necessary to protect vital interests where the law permits; or
- another applicable condition permitted by data protection law.

We will process this information only where it is relevant and necessary and will apply appropriate safeguards.

8. Criminal offence data

Where relevant to a legal matter, we may process information relating to criminal convictions and offences, including allegations or suspected offences, criminal proceedings, disposals, penalties or related security measures. We will process criminal offence data only where we have an Article 6 lawful basis and either official authority or an applicable condition under Schedule 1 to the Data Protection Act 2018. This may include processing necessary for legal proceedings, obtaining legal advice, establishing, exercising or defending legal rights, or another applicable Schedule 1 condition. We will apply appropriate safeguards and maintain any documentation required by law.

9. Who we may share personal information with

We share personal information only where it is necessary and lawful and in accordance with our professional duties, including confidentiality and legal professional privilege where applicable. Depending on the circumstances, we may share information with:

- clients and other people connected with a legal matter;
- other parties to a dispute, transaction or proceeding and their legal representatives;
- barristers, experts, medical professionals, insurers, claims handlers and other professional advisers;
- courts, tribunals, government departments, public authorities, regulators and law-enforcement bodies;
- organisations involved in a claim, transaction, application or legal proceeding;
- banks, payment providers, accountants, auditors, insurers and other professional service providers;

- providers of information technology, case management, cloud storage, email, website, electronic signature, identity verification and other business support services; and
- another person or organisation where disclosure is required or permitted by law or is reasonably necessary for the establishment, exercise or defence of legal rights.

Where a provider processes personal information on our behalf, we require appropriate confidentiality, security and data protection safeguards. Some recipients act as independent controllers and are responsible for their own compliance with data protection law.

10. International transfers

Some organisations and service providers may process or store personal information outside the United Kingdom. Where we make a restricted transfer, we will use a lawful transfer mechanism and any additional safeguards required by applicable data protection law. This may include UK adequacy regulations, the United Kingdom International Data Transfer Agreement, the UK Addendum to approved standard contractual clauses, or another recognised mechanism. You may contact us for further information about safeguards relevant to a transfer of your personal information.

11. How we protect personal information

We use appropriate technical and organisational measures designed to protect personal information against unauthorised or unlawful access, use, alteration, disclosure, loss or destruction. These measures include proportionate access controls, secure systems, backup arrangements, confidentiality requirements and checks on relevant service providers. No system can be guaranteed to be completely secure, but we review our arrangements and respond to identified risks and incidents.

12. How long we keep personal information

We keep personal information only for as long as reasonably necessary for the purpose for which it was collected or otherwise processed. Client matter files will normally be retained for at least six years after the matter closes. We may retain information for longer where this is required or justified by legal, regulatory, professional, accounting, taxation, insurance, audit or limitation requirements, the nature of the matter, a complaint or dispute, the establishment, exercise or defence of legal claims, or the nature and sensitivity of the information. Enquiry, conflict-check, recruitment and other business records are retained for periods appropriate to their purpose. When personal information is no longer required, we will securely delete or destroy it, or anonymise it where appropriate.

13. Your data protection rights

Depending on the circumstances and our lawful basis, you may have the right to:

- request access to personal information we hold about you;
- ask us to correct information which is inaccurate or incomplete;
- ask us to erase personal information in certain circumstances;
- ask us to restrict processing in certain circumstances;
- receive certain information in a portable format and ask us to transfer it where the right to data portability applies;
- object to processing in certain circumstances; and
- withdraw consent at any time where consent is the lawful basis.

These rights are not absolute. We may be entitled or required to retain information, refuse or restrict a request, or continue processing where an exemption or other legal basis applies. This may include protecting another person's rights and confidential information, complying with legal or professional obligations, or protecting information covered by legal professional privilege or a solicitor's duty of confidentiality. We will consider each request on its facts and explain our decision to the extent permitted by law. We may request information reasonably necessary to confirm identity or authority before acting on a request.

14. Your right to object

Where we rely on legitimate interests, you may object on grounds relating to your particular situation. We will stop the relevant processing unless we can demonstrate compelling legitimate grounds which override your interests, rights and freedoms, or the processing is required for the establishment, exercise or defence of legal claims. If we use personal information for direct marketing, you have an absolute right to object at any time and we will stop using it for that purpose.

15. Information we need from you

Some information is required so that we can take steps before entering into a contract or perform our contract with you. Other information may be required to comply with legal, regulatory or professional obligations, including conflict, identity, sanctions and, where applicable, anti-money laundering requirements. If necessary information is not provided, we may be unable to accept instructions, continue acting or provide some or all of the requested services.

16. Data protection concerns and complaints

If you believe that we have not complied with data protection law in handling your personal information, please contact us so that we can investigate the matter. A complaint may be made by email, telephone, post or, when available, through the complaints facility on our website:

Data Protection Complaints - for the attention of Rahim Ahmed
 Rahim Ahmed Solicitors Limited, 28 Bury New Road, Prestwich, Manchester, M25 0LD
 Telephone: 0161 241 3736
 Email: info@rahimahmedsolicitors.co.uk

We will acknowledge a data protection complaint within 30 days of receiving it. Without undue delay, we will take appropriate steps to investigate, keep you informed of progress and notify you of the outcome. We may request information reasonably required to identify you, confirm authority or understand the complaint.

You also have the right to complain to the Information Commissioner. The Information Commissioner's Office can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; telephone 0303 123 1113; or through www.ico.org.uk. The ICO recommends giving the organisation an opportunity to complete its complaints process first, but you may contact the ICO at any time.

17. Automated decision-making and profiling

We do not currently use personal information to make decisions about individuals based solely on automated processing, including profiling, which produce legal or similarly significant effects. If this changes, we will update this Privacy Notice and provide the information and safeguards required by law.

18. Cookies

Our website uses cookies and similar technologies. Further information about the cookies used and the choices available is set out in our Cookie Notice. Where consent is required for a cookie, it will not be used unless and until valid consent has been obtained.

19. Changes to this Privacy Notice

We may update this Privacy Notice to reflect changes in our practices, legal requirements or services. Where appropriate, we will bring material changes to the attention of affected individuals before beginning a materially different use of their personal information. The date at the beginning of this Privacy Notice shows when it was last updated.