
Privacy Policy

1. Purpose

This Privacy Notice explains how Capital Law Limited (“Capital Law”, “we”, “us”, “our”) collects, uses and protects your personal data.

We are committed to handling personal data lawfully, fairly and transparently and to maintaining the trust of our clients, contacts and website users.

This notice should be read alongside our terms and conditions, and any matter-specific or recruitment privacy information we provide to you.

2. Who We Are

Capital Law Limited is a company registered in England and Wales (company number 05841213) with its registered office at:

Capital Building
Tyndall Street
Cardiff
CF10 4AZ

Our contact details can be found below in the [‘Contact Us’](#) section.

We act as a data controller in respect of the personal data described in this notice.

3. Who This Notice Applies To

This Privacy Notice applies to individuals who:

- engage us as a client, contact us as a prospective client or that we engage with in connection to one of our clients or prospective clients;
- are connected to services we are providing (such as legal advice);
- use our website;
- contact us with an enquiry;
- subscribe to our communications or attend our events.

4. Personal Data We Collect

Depending on your interaction with us, we may collect the following types of personal data:

- name, address, email address and telephone number;
- job title and work contact details;
- payment and billing information;
- identification documents where required for legal or regulatory purposes (for example, so that we can complete AML checks);
- information you provide directly, including through enquiry forms, emails or feedback;
- technical data, including IP address, browser type, operating system and website usage information.

Special category data is personal data that we are required to handle carefully, and may include personal data such as:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic or biometric data (where used for identification purposes);
- health information; or

- information about your sex life or sexual orientation.
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5. How Your Personal Data Is Collected

In most circumstances, we will collect personal data from you directly.

However, we may also collect information from:

- publicly accessible sources e.g. Companies House or HM Land Registry;
 - a third party directly, such as:
 - sanctions screening providers;
 - credit reference agencies;
 - identification check providers;
 - client due diligence providers;
 - public bodies
 - law enforcement agencies
 - a third party when you have instructed us to do so such as
 - your bank or building society;
 - another professional, such as your legal or accounting advisor,
 - your employer
 - your trade union, professional body or pension administrators;
 - doctors, medical and occupational health professions;
 - Our security systems such as our CCTV
 - Our IT systems
 - Other professional services providers we engage with as part of an instruction including barristers and solicitors acting for the counterparty to an instruction.
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6. Updating your Personal Data

We take reasonable steps to ensure your personal data remains accurate and up to date. To help us with this, please let us know if any of the personal data you have provided to us has changed.

7. How We Use Your Personal Data and Our Lawful Bases

Lawful bases: we may only collect, use or process your personal data where a lawful basis for this use applies. The lawful bases we rely on are:

- consent – where we need your consent, we will ask for it separately of this privacy policy.
- to comply with our legal and regulatory obligations;
- to fulfil our contract with you, or to take steps at your request before entering into a contract; or
- for our legitimate interests or those of a third party. A legitimate interest is when we have a business or commercial reason to use your personal data.

The information below explains why we might collect, use or process your personal data and the lawful bases we rely on for that purpose.

Providing legal services

- to act on your instructions;
- to manage billing and payments;
- to comply with anti-money laundering and regulatory obligations.

Lawful basis: performance of a contract, legitimate interests and compliance with legal obligations.

Managing enquiries and website use

- to respond to enquiries;
- to operate, administer and improve our website;

- to analyse website usage and performance.

Lawful basis: legitimate interests in operating and improving our services.

Marketing and communications

- to send legal updates, invitations and information about our services.

Lawful basis: legitimate interests or consent, depending on the circumstances.

You can opt out at any time (see [section 15](#)).

Legal and regulatory compliance

- to meet professional, regulatory and legal obligations;
- to respond to lawful requests from authorities.

Lawful basis: legitimate interests and compliance with legal obligations.

8. Use of AI

As a firm we are exploring the adoption and use of new technologies, including artificial intelligence (AI), in an informed, responsible and ethical way. Any use of AI technology will be in accordance with our legislative and regulatory duties including our data protection obligations and our duty of confidentiality.

We will only process personal data via AI where we have a lawful basis to do and for a purpose specified in this policy. We will only process your personal data via AI technologies which have been approved in advance by Capital Law, and which are compliant with our data protection responsibilities and our professional duty of confidentiality.

9. Cookies and Website Analytics

Our website uses cookies and similar technologies to:

- distinguish users;
- analyse website traffic and usage;
- improve website functionality and user experience.

Some cookies are essential, while others are optional and subject to your consent when you first visit our website.

You can manage cookies through your browser settings. Please note that disabling cookies may affect website functionality.

10. Sharing Your Personal Data

We may share personal data with:

- other Capital Law affiliates or group entities, where appropriate;
- professional advisers and service providers who are acting on our (or your) instructions;
- credit reference agencies, such as for fraud prevention and AML checks;
- regulators, law enforcement bodies or public authorities, where we are required or obligated;
- third parties in connection with business transfers;
- other third parties where necessary to provide our services (for example, the other side or their lawyers as part of your instruction, or lawyers in another jurisdiction if their advice is required);
- our insurers and brokers
- auditors
- our bank and financial advisers
- outsourced service providers, including IT service providers.

We do not sell personal data.

All third parties are required to protect personal data appropriately.

11. International Transfers

It is sometimes necessary for us to transfer personal data outside the UK.

We will transfer your personal data outside the UK only where:

- the UK government has decided the recipient country ensures an adequate level of protection of personal data (known as an adequacy decision); or
 - there are appropriate safeguards in place (e.g. standard contractual data protection clauses published or approved by the relevant data protection regulator), together with enforceable rights and effective legal remedies for you; or
 - a specific exception applies under data protection law, for example if you consent to the transfer, or if the transfer is necessary to perform a contract between us.
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12. Marketing and Your Choices

You may receive marketing communications from us if:

- you have instructed or received services from us previously, and the marketing communications relate to the same or similar services; or
- you have asked to receive these marketing communications from us.

You can opt out of receiving marketing communications from us at any time by:

- clicking “unsubscribe” in the emails we send; or
 - contacting us using our contact details set out below.
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13. Data Retention

We retain personal data only for as long as necessary to meet legal, regulatory, professional and business requirements.

We are generally required to retain client files for at least seven years after a matter is completed, however, in certain circumstances a longer retention period may be required. Following the end of the retention period, we will delete your personal data.

If you would like further information about retention period, please contact us (see [‘Contact Us’](#) section).

14. Data Security

We use appropriate technical and organisational measures to protect personal data against unauthorised access, loss or misuse.

While we take security seriously, however, we acknowledge that no internet-based transmission is completely secure.

We require our business partners, suppliers and other third parties to implement appropriate security measures to protect personal data from unauthorised access, use and disclosure.

We also have procedures to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach that we become aware of where we are required to do so.

15. Your Rights

Under certain circumstances you have rights under data protection law, including the right to request:

- access your personal data.

- You have the right to ask us for copies of your personal data.
- You can request other information such as where we get personal data from and who we share personal data with.
- There are some exemptions which means you may not receive all the information you ask for – for example in circumstances where the disclosure of that information impacts the rights of another individual, or an ongoing investigation.
- You can find further information on these kinds of exemptions on the ICO's [website](#).
- rectification;
 - You have the right to request that we correct or complete any personal data that we hold about you if it is inaccurate, incorrect, incomplete or misleading.
 - To help us accurately consider and respond to your request, we may need to verify the accuracy of any new data that you provide.
 - We will notify you of any decision we make in relation to your request for rectification.
- erasure (in certain circumstances);
 - You have the right to ask us to delete the personal data that we hold about you in certain situations including if:
 - the personal data is no longer necessary for the purpose which it was originally collected for;
 - the lawful basis we rely on is consent and that consent has been withdrawn;
 - the lawful basis we rely on is legitimate interests, you object to the processing of your data and there is no overriding legitimate interest for us to continue this processing;
 - we are processing the data only for direct marketing purposes and you object to or withdraw your consent in relation to that processing.
 - We will notify you of any decision we make in relation to your request for erasure.
- restriction of processing;
 - You have the right to ask us to limit how we use your personal data in certain situations, for example, if you contest the accuracy of the data.
 - Where we are required to restrict how we process your personal data following your request, we may store that personal data but will no longer use it for the restricted purpose.
 - We will notify you of any decision we make in relation to your request to restrict our processing
- data portability;
 - You have the right to ask that we transfer the personal data that you gave us to another organisation or to you in certain situations.
 - This right applies when the processing is carried out by automated means, and where our lawful basis for processing the information is consent or to perform our contract with you.
- object to processing;
 - You have the right to object to our processing of your personal data:
 - at any time to your personal data being processed for direct marketing;
 - in certain other situations in relation to our continued processing of your personal data. For example, you may object to processing carried out for our legitimate interests, however this objection may not be actioned if we can show compelling legitimate grounds for the processing which override your interests, or where the processing is otherwise required for establishing, exercising or defending legal claims.
- withdraw consent;
 - When we rely on your consent as our lawful basis to process your personal data, you have the right to withdraw that consent at any time.
 - You may withdraw your consent by contacting us at info@capitallaw.co.uk.
 - Your withdrawal of consent will not affect the lawfulness of our use of your personal data in reliance on that consent before it was withdrawn.
 - If you withdraw your consent, we may no longer be able to provide certain products or services to you. We will advise you if this is the case at the time your consent is withdrawn.

- complain to the Information Commissioner's Office ("ICO"). [Contact details](#) can be found at [section 17](#).

If you contact you about any of these rights, we will always endeavour to respond as quickly as possible, and in all circumstances within one month. Occasionally, it could take us longer than one month if your request is particularly complex or you have made a number of requests. If this is the case, we will notify you of this delay.

Please get in touch if you would like any further information about your rights. You can also find further information about your rights on the ICO's [website](#).

16. Third-Party Websites

Our website may contain links to third-party websites. We are not responsible for their privacy practices and encourage you to read the privacy notices of those third parties.

17. Contact Us

If you have any questions, concerns or complaints about this Privacy Notice or how we handle personal data, please contact our Head of Compliance by:

Email: client.care@capitallaw.co.uk

Letter addressed to: Head of Compliance, Capital Law Limited, Capital Building Tyndall Street, Cardiff CF10 4AZ

We endeavour to respond to any question or complaint you have in relation to our privacy practices as quickly as possible.

We will handle all Data Protection Complaints in accordance with our [Data Protection Complaints Policy](#).

While we would like for you to get in touch with us first, you also have the right to complain to the ICO in relation to our privacy practices.

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>

18. Changes to this Privacy Policy

This privacy policy was published on 22 July 2026 and last updated 22 July 2006.

We may change this policy from time to time. When we do will publish the updated version on our website. Please review this page regularly so that you are aware of any changes.