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www.capstonelegal.in

PERSONAL DATA PROCESSING AND PRIVACY POLICY

This Policy contains important information about the firm, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities for/upon filing of a complaint. A person accessing the website www.capstonelegal.in hereby agrees and acknowledges the present personal data processing and privacy policy.

Capstone Legal is a law firm with operations in New Delhi, Rajasthan, Gujarat and Maharashtra. The firm comprises a team of lawyers providing services across all judicial & quasi-judicial bodies and arbitration tribunals, including pre-litigation and document review services.

Your personal data may be collected by the firm for a number of reasons including:

- through your making an enquiry of the firm;
- through our provision of legal services to you;
- during the course of dealings with you for or on behalf of a client;
- when you provide us with information in relation to your attendance at any of our seminars or other hosted events;
- when you provide information to us by filling in forms on the website of the firm;
- when you contact us for these and any other reason, we may monitor and keep a record of that correspondence (in whatever form);
- when we collect publicly available information about you or your business

(including through electronic data sources); and

- when we collect your personal data from third parties (for example our clients or other law firms).

The categories of personal information that we may collect includes, but is not limited to, the following:

- Contact details (including names, postal addresses, email addresses and telephone numbers);
- Professional information such as job titles, previous jobs, professional experience and qualifications; and
- Details of your visits to the website including, but not limited to, traffic data, location data, weblogs and other communication data.
- the personal data and other information contained in the messages you send to us;
- the personal data you provide at our job and internship offerings website;
- the personal data you provide to us when you visit our offices;
- the personal data that we need to obtain and process in order to render legal services and provide or receive professional advice and deliverables.

Where necessary and legally permitted, we may also collect sensitive personal information such as details of offences, minutes or details of quasi judicial or judicial proceedings, medical history, family history etc.

We use your personal information to:

- provide legal and professional services to you;
- Reply to your enquiries and requests;
- provide you with information about the services we offer and to advise you of news and industry updates and events organised by our firm;
- to provide you with any other information that you request from us;
- to build our professional network including marketing material;

- to comply with our legal and professional responsibilities; and
- for internal compliance and security purposes.

The firm shall not share your personal information except in the manner and for reasons as follows and when we are legally permitted to do so :

- Third party organisations that otherwise assist the firm in providing legal or professional services.
- Auditors and other professional advisers.
- Third party organisations that provide data processing or IT services to us.
- To law enforcement or other authorities if required by applicable law.

Provided that when the firm shares data as aforementioned, contractual and security mechanisms are put in place to protect the data and to comply with our data protection, confidentiality and security standards.

Where you are a client of the firm, we will hold your personal information for the duration of a matter upon which you have instructed us and after a matter has been closed, for as long as is necessary to comply with any legal obligations under applicable laws.

In most instances this will be 5 years after a matter has been closed but for certain personal information, may be longer depending upon the circumstances.

We will only process sensitive personal information where you have provided this to us in pursuance of the provision of legal services to you and we will therefore deem that you have thereby consented to the processing of such data.

You have the following among other rights in respect of your data:

- fair processing of information and transparency over how we use your use

personal information;

- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this information to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information; and
- otherwise restrict our processing of your personal information in certain circumstances.

If you would like to exercise any of those rights, please contact us using the details set out below.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

We hope that we can resolve any query or concern you raise about our use of your information. A query or complaint can be raised by sending an email to capstone@capstonelegal.in

We may change this privacy notice from time to time.