



Privacy *notice*

Who Are We

New Quadrant Partners Limited is a company incorporated in England and Wales (Company No. 07179875), whose registered office is 25 Bury Street, St. James's, London SW1Y 6AL. We are authorised and regulated by the Solicitors Regulation Authority (SRA No. 537866) and are the data controller responsible for your personal information.

Please read this Privacy Notice carefully. It explains how we collect, use, share and protect your personal information, your rights in relation to your personal information, and how to contact us if you have any questions or concerns.

Our website may contain links to third-party websites. We have no control over how those websites collect, use or protect your personal information and are not responsible for their privacy practices. We encourage you to read the privacy notices of any third-party websites you visit before providing them with your personal information.

We have not appointed a Data Protection Officer, as we are not required to do so under applicable data protection legislation. However, we have appointed a Privacy Manager to oversee our data protection compliance. If you have any questions about this Privacy Notice or how we process your personal information, please contact our Privacy Manager, Robert Smeath, at robert.smeath@nqpltd.com, or contact us generally at info@nqpltd.com or on 020 7430 7150.

The Personal Information We Collect

Depending on the nature of our relationship with you and the services we provide, we may collect and process the following categories of personal information:

- your name, address, date of birth and contact details;
- identity information and documentation, such as passports, driving licences and other identification documents;
- National Insurance numbers, tax reference numbers and financial information where required;
- information relating to your legal matter, including documents, correspondence and instructions provided by you or on your behalf;
- information relating to your representatives, attorneys, executors, trustees, beneficiaries or other relevant third parties;
- records of meetings, telephone calls, emails and other communications;
- information required to comply with anti-money laundering, sanctions and other legal or regulatory obligations;
- technical information such as your IP address, browser type, device information and website usage;
- information collected through cookies and similar technologies; and
- any other personal information you choose to provide to us.

Please ensure that the information you provide to us is accurate and kept up to date. Where you provide personal information relating to another individual, including where you act as an attorney, deputy, executor, trustee, agent or other representative, you should ensure that you are authorised to do so and, where appropriate, that the individual is aware that we may process their personal information in accordance with this Privacy Notice.

How We Collect and Use Your Personal Information

We collect personal information directly from you, from someone authorised to act on your behalf, through your use of our website, when you contact us by telephone, email or post, and during the course of providing our legal services. We may also obtain information from publicly available sources, identity verification providers, anti-money laundering providers and other professional advisers where necessary.

For your security, please do not send confidential or sensitive personal information through social media. If you need to discuss your matter or send confidential information, please contact us by telephone, email or your usual contact at the firm.

We use your personal information to:

- provide legal and professional services in accordance with your instructions;
- verify your identity and carry out anti-money laundering, sanctions and other regulatory checks;
- administer and manage your matter;
- communicate with you and other parties involved in your matter;
- maintain and update our client records, including where you have instructed us previously;
- comply with our legal, regulatory and professional obligations;
- protect our legal rights and interests;
- manage and develop our business, analyse information to improve the delivery of our legal services, support business development, strategic planning, quality assurance, compliance, risk management and operational decision-making, and produce management information and reports;
- retain your file and related information in accordance with our legal, regulatory and professional record-keeping obligations; and
- send legal updates, invitations to events and other marketing communications where permitted by law or where you have given your consent.

Your information may be held in both electronic and paper form.

Lawful Basis for Processing

We process your personal information only where we have a lawful basis to do so under UK data protection legislation. Depending on the circumstances, we rely on one or more of the following lawful bases:

- your consent;
- the performance of a contract or taking steps before entering into a contract;
- compliance with legal and regulatory obligations;
- public task, where applicable; and
- our legitimate interests.

Where we process special category personal information, we will only do so where permitted by law.

Sharing Your Personal Information

We treat your personal information as confidential and will only disclose it where necessary to provide our legal services, carry out your instructions, progress your matter, operate our business, comply with our legal, regulatory and professional obligations, protect our legitimate interests, or where we are otherwise permitted or required to do so by law.

Depending on the nature of your matter, we may share your personal information with:

- courts, tribunals, government departments, regulators and law enforcement agencies;
- barristers, experts, professional advisers and other individuals or organisations involved in the provision of our legal services or your matter;
- financial institutions, lenders, estate agents and other third parties where necessary to carry out your instructions or progress your matter;

- trusted third party providers who support our business and the delivery of our services, including providers of technology, cloud hosting, compliance, document management, administrative, financial and professional support services;
- our professional advisers, auditors, professional indemnity insurers and other organisations where disclosure is necessary for audit, quality assurance, insurance, regulatory compliance, accreditation or risk management purposes; and
- recognised legal directories, such as Legal 500 and Chambers and Partners, where appropriate and subject to suitable confidentiality arrangements.

Where you provide us with personal information relating to another individual, including where you act as an attorney, deputy, executor, trustee, agent or other representative, you should ensure that you are authorised to do so and, where appropriate, that the individual is aware that we may process their personal information in accordance with this Privacy Notice.

Where we engage third parties to process personal information on our behalf, we require them to do so only on our instructions, to keep your information secure and confidential, and to comply with applicable data protection legislation.

In certain circumstances, we may be required to disclose personal information to regulators, law enforcement agencies or other public authorities, including the National Crime Agency. Where the law restricts us from informing you that such a disclosure has been made, or from continuing to act for you for a period of time, we will comply with those legal obligations.

We may also disclose limited information to recognised legal directories where appropriate and subject to appropriate confidentiality arrangements. You may object to the disclosure of your personal information for these purposes at any time and this will not affect the legal services we provide to you. We will not disclose information relating to matters we consider to be particularly sensitive or confidential without discussing this with you where appropriate.

We will never sell your personal information, permit third parties to use it for their own marketing purposes, or publicise our relationship with you or the work we undertake on your behalf without your consent, unless we are required or permitted to do so by law.

International Transfers

We generally store and process personal information within the United Kingdom. We will not transfer your personal information outside the United Kingdom unless this is necessary to provide our legal services, you instruct us to do so, or we are otherwise permitted or required to do so by law. Where an international transfer is made, we will ensure that appropriate safeguards are in place in accordance with UK data protection legislation.

How Long We Keep Your Personal Information

We retain your personal information only for as long as necessary to fulfil the purposes for which it was collected and to comply with our legal, regulatory and professional obligations.

The length of time we retain your personal information will depend on the nature of the services we have provided and the applicable legal, regulatory and professional requirements. Details of the retention period applicable to your matter will be provided to you at the conclusion of your matter, together with information about our file storage and destruction arrangements.

In certain circumstances, we may retain limited information about you for a longer period where this is necessary to comply with our legal or regulatory obligations or to establish, exercise or defend legal claims.

Marketing

We may contact you from time to time with legal updates, newsletters, invitations to events and information about our services where you have consented to receive such communications or where we are otherwise permitted to do so by law.

If you subscribe to our newsletter or choose to receive marketing communications, we will use your contact details to send you information that we believe may be of interest. You may withdraw your consent or unsubscribe at any time by following the unsubscribe link in our emails or by contacting us directly.

Where you are an existing client, or we continue to hold documents or information on your behalf, we may contact you where we have a legitimate interest in doing so. This may include notifying you of changes in the law or legal developments that may affect you or your documents, inviting you to review your arrangements, or informing you of material changes to our services or legal documentation where appropriate.

We may use trusted third party providers to assist with the distribution of our marketing communications. Any such providers are required to process your personal information securely, in accordance with our instructions and applicable data protection legislation. We will never sell your personal information or permit third parties to use it for their own marketing purposes.

Cookies

Our website uses cookies and similar technologies to ensure it functions correctly, improve your browsing experience and help us understand how our website is used.

You can manage your cookie preferences through the cookie banner or your browser settings. Further information is available in our Cookie Policy.

Your Rights

Under UK data protection legislation, you have the right to:

- request access to your personal information;
- request correction of inaccurate or incomplete personal information;
- request erasure of your personal information in certain circumstances;
- request restriction of processing;
- object to the processing of your personal information;
- request the transfer of your personal information where applicable; and
- withdraw your consent where processing is based on consent.

These rights are not absolute and may be subject to certain exemptions or limitations under applicable data protection legislation.

If you wish to exercise any of these rights, please contact our Privacy Manager using the contact details above. We may ask you to provide proof of your identity before responding to your request.

Keeping Your Personal Information Secure

We take appropriate technical and organisational measures to protect your personal information against accidental loss, unauthorised access, misuse, alteration, disclosure, and the risks of cybercrime and fraud.

Access to personal information is restricted to those who require it for legitimate business purposes and who are subject to appropriate duties of confidentiality. We also have procedures in place to deal with suspected personal data breaches and will notify you and the appropriate regulator where required by law.

How to Complain

If you have any questions or concerns about how we process your personal information, please contact our Privacy Manager, Robert Smeath, at robert.smeath@nqpltd.com, or contact us generally at info@nqpltd.com or on 020 7430 7150. We will acknowledge your complaint within 30 days, investigate it and respond as soon as reasonably practicable.

If you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Further information is available at www.ico.org.uk or by telephone on 0303 123 1113.

Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in the law, our services or the way we process personal information. Any updates will be published on our website and will take effect when posted. We recommend that you check this Privacy Notice periodically to ensure that you remain informed of any changes.

Last updated: July 2026