



WINSTON R. ROBERTS MSc., LLB(Hons.), BSc.(Hons.)
Attorney-at-Law

PRIVACY NOTICE

This Privacy Notice explains how Winston Roberts Attorney-at-Law collects, uses, and discloses your personal information, including the types of information we process and the reasons for which we process them. The personal information we collect from you depends on the nature of the services we provide and how we interact with you. This Notice may be supplemented by additional Privacy Notices relevant to the applicable subsidiary with which you do business.

DATA COLLECTION

We collect personal information to provide and improve our legal services. This may include:

- Personal Identification Information:** Name, address, phone number, email address.
- Financial Information: Billing and payment details.
- Case Information: Details related to legal matters, such as case history and documentation.
- Website Usage Data: Information collected via cookies and similar technologies when you visit our website.

USE OF DATA

We use the information we collect for the following purposes:

- Provision of Legal Services: To provide legal advice, representation, and other related services.
- Communication: To contact you regarding your case, respond to inquiries, and send updates.
- Billing and Payments: To manage billing processes and payments.
- Compliance: To comply with legal obligations and protect our legal rights.

DATA SHARING

We may share your information with:

- **Service Providers:** Third-party service providers who assist us in delivering our services (e.g., IT support, document processing).
- **Legal and Regulatory Authorities:** When required by law or to protect our legal rights and also to represent your legal interest
- **Other Parties with Your Consent:**** Any other party you have authorized us to share your information with.

DATA SECURITY

We implement appropriate technical and organizational measures to protect your personal information against unauthorized access, alteration, disclosure, or destruction. However, no data transmission over the internet or electronic storage method is 100% secure.

DATA RETENTION

We retain appropriate records of your personal information to represent your legal interest and comply with our legal and regulatory obligations. These records are retained for predefined retention periods that may extend beyond the period for which we provide the services to you. Retention periods are determined based on the type of record, the nature of the activity, product, or service.

In most cases we will retain your personal information for no longer than is required under the applicable laws. We normally keep customer account records for up to seven years after your relationship ends, then the information is securely destroyed. We may also keep your data for longer periods if we cannot delete it for legal, regulatory, or technical reasons, or as necessary to resolve disputes, and enforce our agreements.

YOUR RIGHTS

You have the following rights under applicable data privacy laws in respect of any personal information we collect and use about you:

YOUR RIGHTS	WHAT THEY MEAN
The right to access your personal data	You have the right to be informed whether, and to what extent, we process your data. Subject to certain exceptions, you have the right to obtain a confirmation as to whether we process

	your personal data, and if we do, request access to your data.
The right to consent to processing	You have the right to consent to the processing of your personal data. If your personal data is processed based on your consent, you have the right to withdraw your consent at any time. The withdrawal of your consent does not affect the lawfulness of processing based on consent before its withdrawal.
The right to prevent processing	You have the right to object to the processing of your personal data in certain situations.
Rights in relation to automated decision making	You have the right to object to decisions based exclusively on the automated processing of your personal data.
The right to rectification	If the personal data that we process is incomplete or incorrect, you have the right to request their completion or correction at any time.

It is important to note, however, that some of the rights described above can only be exercised in certain circumstances. If we are unable to fulfil a request from you to exercise one of your rights under applicable data privacy laws, we will write to you to explain the reason for refusal.

HOW TO EXERCISE YOUR RIGHTS IN RELATION TO YOUR PERSONAL DATA

You may exercise any of the rights available to you by contacting us using the information found in the “How to Contact Us” section of this Notice. We will examine your request and respond to you as quickly as possible and in accordance with the relevant law.

ACCURACY OF YOUR INFORMATION

We rely on the availability of accurate personal information to provide the services to you and operate our business. You should therefore notify us of any changes to your personal information, such as changes concerning your contact details or any other information that may affect the proper management and administration of the services we provide to you.

CONTACT INFORMATION

If you have any questions or comments about this privacy notice or our privacy practices, please contact us at:

Winston Roberts, Attorney-at-Law

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876 2797823 or 876634 6421

CHANGES TO THIS PRIVACY NOTICE

We may update this privacy notice from time to time in response to changing legal, technical, or business developments. We will notify you of any changes by posting the new privacy notice on our website.