



## **Lexen Law – Privacy Policy**

**Last updated: 25/09/2025**

Lexen Law Ltd is committed to protecting your privacy and handling your personal information fairly, lawfully, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice explains how we collect, use, store, and share your personal data when you engage with us.

### **1. Who we are**

- Data Controller: Lexen Law Ltd
- Company Number: 14508840
- Registered Address: The Winning Box 27-37 Station Road, Office 42, Hayes, United Kingdom, UB3 4DX
- Contact: [info@lexenlaw.co.uk](mailto:info@lexenlaw.co.uk)

### **2. What data we collect**

We may collect the following categories of personal data:

- Identity data: name, date of birth, gender, nationality, marital status, passport/ID details.
- Contact data: address, phone number, email.
- Case-related data: immigration history, asylum grounds, financial records, employment details.
- Special category data (sensitive): racial or ethnic origin, religious or philosophical beliefs, political opinions, health information, sexuality.
- Other data: communications with you, records of payments, copies of documents provided.

### **3. Why we collect your data**

We use your data for the following purposes:

- To provide legal advice and representation.
- To prepare and submit applications, appeals, or representations to the Home Office, courts, and tribunals.
- To contact relevant third parties (e.g. medical professionals, experts, interpreters, witnesses) on your behalf.
- To comply with legal and regulatory obligations (e.g. IAA).

Email: [info@lexenlaw.co.uk](mailto:info@lexenlaw.co.uk)

Contact: +44 2030040576

Website: [www.lexenlaw.co.uk](http://www.lexenlaw.co.uk)

- To maintain accurate internal records.

#### **4. Legal basis for processing**

We process your data under the following lawful bases:

- Contract: to perform the services you instruct us to provide.
- Legal obligation: to comply with our regulatory or statutory duties.
- Consent: for processing sensitive data (e.g. sexuality, health information) where required.
- Legitimate interests: to manage our business operations and improve our services.

#### **5. Who we share your data with**

We may share your personal data with:

- The Home Office, courts, and tribunals.
- Interpreters, experts, and witnesses relevant to your case.
- Regulators, auditors, and accreditation bodies (e.g. IAA).
- Our IT, administrative, and file storage providers (under strict data processing agreements).

We will never sell your personal data to third parties.

#### **6. How long we keep your data**

We keep case files for a minimum of 6 years after your case is closed, in line with our regulatory obligations. After that, files may be securely destroyed unless you request their return.

#### **7. Security**

We take appropriate organisational and technical measures to keep your data secure, including encrypted digital storage, password protection, and locked physical filing systems.

#### **8. Your rights**

Under the UK GDPR you have the right to:

- Access your personal data.
- Request correction of inaccurate or incomplete data.
- Request deletion (where applicable).
- Restrict or object to processing.
- Data portability (where applicable).
- Withdraw consent at any time (where consent is the basis for processing).

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- Complain to the Information Commissioner's Office (ICO) if you are unhappy with how we use your data.

## 9. Contact us

If you have any questions about this privacy policy or how we handle your data, please contact:

**Data Protection Officer (DPO)**

**Lexen Law Ltd**

**The Winning Box 27-37 Station Road, Office 42, Hayes, United Kingdom, UB3 4DX**

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