



Privacy Policy

Trading name: **LexShield Ltd**

Last updated: **07/09/2026**

1. Introduction

LexShield Ltd (“we”, “us” or “our”) provides contract review and consultancy services. We are committed to protecting the privacy and security of your personal information. This privacy policy explains how we collect, use, store and share personal data when you visit our website, contact us through our website, or otherwise engage us for our services.

This policy applies to visitors of our website at **Lexshield.co.uk** and to clients and prospective clients who submit information via our Contact Us page or otherwise correspond with us.

2. Who we are (Data Controller)

We are the data controller responsible for your personal data. Our details are:

Company name: **LexShield Ltd**

Registered office address: **Lexshield Ltd, Ground Floor, 108-112 Main Road, Sundridge, Sevenoaks, TN14 6ES**

Company registration number: **17437011**

Email address: **Mirela@lexshield.co.uk**

3. What personal data we collect

We collect the following categories of personal data:

- Identity data – such as your full name, job title and the company you represent.
- Contact data – such as your email address, telephone number and postal address, which you provide when completing our Contact Us form.
- Enquiry and communication data – the content of your message, the nature of your enquiry, and any documents, contracts or files you choose to send us.
- Client and engagement data – information we collect once you become a client, including billing details and information contained within the contracts we are engaged to review.
- Technical data – such as your IP address, browser type and version, device information, and general location, collected automatically when you visit our website.
- Usage data – information about how you use our website, collected through cookies and similar technologies (see Section 9 below).

We do not knowingly collect any special category data (such as health, racial or ethnic origin, or religious beliefs) through our Contact Us page. Please do not include special category data in your enquiry unless it is strictly necessary and relevant to the contract you wish us to review.



4. How we collect your data

- Directly from you, when you complete and submit the Contact Us form on our website.
- Directly from you, when you correspond with us by email, telephone, or during the course of our engagement.
- Automatically, as you interact with our website, through cookies and similar tracking technologies.
- From third parties, where you are referred to us or where a third party (such as a colleague) submits an enquiry on your behalf.

5. How we use your personal data and our legal basis

Under UK GDPR and the Data Protection Act 2018, we must have a legal basis for processing your personal data. We rely on the following legal bases:

- Consent – where you have given clear consent for us to process your data for a specific purpose, such as responding to your enquiry.
- Contract – where processing is necessary to take steps at your request before entering into a contract, or to perform a contract with you (for example, once you engage us to review a contract).
- Legitimate interests – where processing is necessary for our legitimate business interests, such as responding to enquiries, improving our website, and maintaining business records, provided these interests are not overridden by your rights.
- Legal obligation – where we need to comply with a legal or regulatory obligation, such as tax, accounting or anti-money-laundering requirements.

We use your personal data for the following purposes:

- To respond to enquiries submitted through our Contact Us page.
- To provide, manage and deliver our contract review and consultancy services.
- To communicate with you about your enquiry or engagement, including sending proposals, invoices and updates.
- To maintain internal records, including financial and administrative records.
- To comply with our legal, regulatory and professional obligations.
- To improve and maintain the security and performance of our website.
- To send you information about our services, where you have consented to receive it and where permitted by law. You may opt out of marketing communications at any time.

6. How we share your personal data

We do not sell your personal data. We may share your personal data with the following categories of recipients, where necessary:

- Trusted service providers who support our business operations, such as website hosting providers, email and communication platforms, cloud storage providers, and IT support providers.
- Professional advisers, including accountants, auditors, insurers and legal advisers, where necessary.



- Regulatory bodies, law enforcement or other authorities, where we are required to do so by law or to protect our legal rights.
- A buyer or prospective buyer, if we sell or transfer all or part of our business or assets.

Any third party who processes personal data on our behalf does so under a written agreement requiring them to keep your data secure and to use it only for the purposes we specify.

7. International transfers

Where any of our service providers are based outside the UK or the European Economic Area (EEA), we will ensure an adequate level of protection is in place, such as the use of the UK International Data Transfer Agreement, EU Standard Contractual Clauses, or reliance on an adequacy decision, before any personal data is transferred.

8. Data retention

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including to satisfy any legal, accounting or reporting requirements. As a general guide:

- Contact form enquiries that do not result in an engagement are retained for 12 months and then deleted or anonymised.
- Client and engagement records, including contracts reviewed on your behalf, are retained for 12 years in line with our professional and legal obligations.

When personal data is no longer required, we securely delete or anonymise it.

9. Cookies and similar technologies

Our website may use cookies and similar tracking technologies to distinguish you from other users, remember your preferences, and analyse how our website is used. You can set your browser to refuse some or all cookies, or to alert you when a website sets or accesses cookies. If you disable cookies, some parts of our website may not function properly.

10. Data security

We have put in place appropriate technical and organisational measures to protect your personal data from accidental loss, unauthorised access, alteration or disclosure. Access to your personal data is limited to those employees, agents, contractors and other third parties who have a genuine business need to access it, and they are subject to a duty of confidentiality.

Where you send us confidential contracts or documents for review, we treat this information as confidential and take reasonable steps to protect it in line with this policy and our professional obligations.

11. Your rights

Under UK data protection law, you have the following rights in relation to your personal data:

- The right to be informed about how your data is used.



- The right of access to the personal data we hold about you.
- The right to rectification of inaccurate or incomplete data.
- The right to erasure of your data in certain circumstances.
- The right to restrict processing of your data in certain circumstances.
- The right to data portability, allowing you to obtain and reuse your data.
- The right to object to processing based on legitimate interests or for direct marketing purposes.
- Rights relating to automated decision-making and profiling, where applicable (we do not currently use automated decision-making).
- The right to withdraw consent at any time, where we rely on consent to process your data.

To exercise any of these rights, please contact us using the details in Section 2. You will not usually have to pay a fee to exercise your rights, although we may charge a reasonable fee or refuse to comply if a request is clearly unfounded, repetitive or excessive.

If you are unhappy with how we have handled your personal data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the opportunity to address your concerns before you approach the ICO, so please contact us in the first instance.

12. Third-party links

Our website may include links to third-party websites. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. We encourage you to read the privacy policy of every website you visit.

13. Children's privacy

Our website and services are intended for businesses and individuals over the age of 18. We do not knowingly collect personal data from children. If you believe we have inadvertently collected data from a child, please contact us so that we can remove it.

14. Changes to this privacy policy

We may update this privacy policy from time to time to reflect changes in our practices, services, or legal requirements. Any changes will be posted on this page with an updated "Last updated" date. We encourage you to review this policy periodically.

15. How to contact us

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

Email: Mirela@lexshield.co.uk

Postal address: **Lexshield Ltd, Ground Floor, 108-112 Main Road, Sundridge, Sevenoaks, TN14 6ES**