



Privacy Policy

1. Introduction

Malik Law Chambers ("we," "our," or "us") is an ISO 9001:2015 certified, multidisciplinary full-service law firm based in Gurugram (NCR), with branch offices in Delhi, Rewari, and Jaipur. We are committed to protecting the privacy and confidentiality of all individuals who visit our website or engage with our legal services. This Privacy Policy explains how we collect, use, disclose, and safeguard your personal information when you access our website or contact us.

By using our website, you acknowledge that you have read and understood this Privacy Policy. Continued use of the website constitutes acceptance of this Policy as updated from time to time. This Privacy Policy is prepared in accordance with applicable Indian laws, including the Information Technology Act, 2000 and the Digital Personal Data Protection Act, 2023.

2. Bar Council of India Disclaimer

As per the rules of the Bar Council of India (BCI), Malik Law Chambers is not permitted to solicit work or advertise. By accessing this website, you confirm that:

- There has been no advertisement, personal communication, solicitation, or inducement of any sort from Malik Law Chambers or any of its members to solicit work through this website;
- You wish to gain information about Malik Law Chambers for your own information and use;
- Any information obtained or materials downloaded from this website is completely at your own volition and does not create a lawyer-client relationship;
- Malik Law Chambers is not liable for any consequence of any action taken by you relying on the material or information provided on this website.
- The content available on this website is for general informational purposes only and does not constitute legal advice or opinion.

If you have any legal issues, you must in all cases seek independent legal advice.

3. Information We Collect

3.1 Information You Provide Directly

We may collect personal information when you:

- Submit a consultation booking or contact form on our website

- Request legal advice or engage our services across any of our practice areas — including Civil & Criminal Litigation, RERA & Tenancy Law, Corporate & Commercial Advisory, Arbitration, Employment & Labour Laws, Family and Matrimonial Law, ADR, Banking & Finance Law, or Pro-Bono matters
- Correspond with us by email, telephone, or in person at any of our offices
- Apply for a career or internship opportunity with the firm
- Subscribe to legal updates or newsletters

This may include your name, email address, phone number, postal address, and details of your legal matter.

3.2 Information Collected Automatically

When you visit our website, we may automatically collect:

- IP address and browser type
- Pages visited and time spent on each page
- Referring website or search terms
- Device type and operating system

3.3 Sensitive Legal Information

In the course of providing legal services, we may handle sensitive personal information including details of legal disputes, financial records, family matters, employment records, and banking or property documents. Such information is collected only as necessary to provide our services and is handled with the highest standards of confidentiality consistent with our professional obligations.

4. How We Use Your Information

We use your information to:

- Respond to your enquiries and provide legal services across our practice areas
- Manage and administer our client relationships
- Comply with our legal, regulatory, and professional obligations
- Process consultation bookings made through our website
- Communicate updates relevant to your matter or our services
- Improve the functionality and content of our website
- Process career and internship applications
- Prevent fraud and maintain website security

5. Confidentiality and Attorney-Client Privilege

Malik Law Chambers maintains strict confidentiality in respect of all client communications and information. Information disclosed in the course of seeking or receiving legal advice is protected by attorney-client privilege and

our professional duty of confidentiality under the Bar Council of India Rules.

Please note: Communications made prior to the formal establishment of a lawyer-client relationship shall not be treated as privileged or confidential for the purposes of legal protection, and users are advised not to share sensitive information until a formal engagement is confirmed. We reserve the right to decline or discontinue any communication that does not comply with our professional and confidentiality standards.

6. Sharing Your Information

We do not sell, rent, or trade your personal information. We may share it only in the following circumstances:

- With our associate lawyers and local counsels across Haryana, Rajasthan, Punjab, Madhya Pradesh, Delhi, and Chandigarh, where necessary to service your matter
- With courts, tribunals (including RERA courts), arbitral bodies, regulatory authorities, or opposing parties as required in the course of legal proceedings
- With third-party service providers (e.g., IT support, cloud hosting) under appropriate confidentiality obligations
- With your explicit consent, where you have authorised disclosure to specific parties
- In the event of a restructuring or transfer of the firm, subject to equivalent confidentiality protections

7. Cookies and Tracking Technologies

Our website uses cookies to enhance your browsing experience and analyse site usage.

Types of cookies used:

- Essential Cookies: Required for core website functionality
- Analytics Cookies: Help us understand visitor behaviour and improve our website
- Preference Cookies: Store your settings and preferences across visits

You may disable cookies via your browser settings, though this may limit certain website features. Continued use of the website constitutes consent to cookie use as described above.

8. Data Retention

We retain personal information for as long as necessary to fulfil the purposes for which it was collected and to meet our legal, regulatory, and professional obligations. As a law firm, we are subject to professional conduct rules that typically require client files and associated records to be retained for a minimum of seven (7) years following conclusion of a matter, or longer as required by applicable law.

Upon expiry of the applicable retention period, personal data will be securely deleted or anonymised.

9. Data Security

We implement appropriate technical and organisational safeguards to protect your personal information against

unauthorised access, loss, alteration, or disclosure, including:

- SSL/TLS encrypted website communications
- Secure, access-controlled storage of physical and digital client files
- Staff training on data protection, confidentiality, and professional ethics
- Restricted access to personal data on a need-to-know basis

No electronic transmission or storage method is entirely secure. We cannot guarantee absolute security and you share information with us at your own risk.

10. Your Rights

Subject to applicable law, you may have the right to:

- Access the personal information we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of your personal information (subject to our retention obligations)
- Restrict or object to certain processing of your data
- Withdraw consent where processing is consent-based

To exercise any of these rights, please contact us at the details in Section 12. We will respond within 30 days and may require identity verification.

11. Third-Party Links

Our website may contain links to third-party platforms including LinkedIn, court portals, and legal databases. We are not responsible for the privacy practices of those websites and encourage you to review their respective privacy policies before providing any personal information. Our service providers may process data on servers located outside India, subject to appropriate data protection safeguards.

12. Contact Us

For questions, concerns, or requests relating to this Privacy Policy or the handling of your personal information, please contact:

Malik Law Chambers

Advocates & Legal Consultants

Email

office.maliklawchambers@gmail.com

Founder

Adv. Sachin Malik — sachin@maliklawchambers.com

Co-Founder

Adv. Munish Malik — munish@maliklawchambers.com

Office Locations

Gurugram (Principal Office), Haryana | Rewari, Haryana | Jaipur, Rajasthan | New Delhi

If you are dissatisfied with our response, you may have the right to lodge a complaint with the relevant data protection authority in your jurisdiction.

13. Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time. Material changes will be notified by updating the "Last Updated" date above and, where appropriate, by notice on our website or by email. We encourage periodic review of this Policy.