PRIVACY NOTICE

THE FINAL PLAN
AL FAWZ LTD
Version 1.2 | 26 November 2026 | England and Wales

1. About this notice

The Final Plan is an Islamic Will-writing service provided by **AL FAWZ LTD**, company number **17455218**. AL FAWZ LTD is the data controller for personal information collected and used in providing the service described in this notice.

For privacy enquiries and requests concerning personal information, email **alfawzinstitute7@gmail.com**. Existing clients may also use the secure client portal. We may need to verify your identity before providing information or acting on a request.

This notice explains what information we handle, the purposes for which we use it, how it is protected, and the rights available to individuals under UK data protection law.

2. Personal information we collect

The information required depends on your instructions and circumstances. It may include:

- **Identity and contact details:** your name, address and information needed to create, maintain and secure your account.
- **Will instructions:** marital and family circumstances, dependants, executors, guardians, intended beneficiaries, earlier Wills, assets, debts, bequests, funeral wishes and relevant obligations.
- **Information about other people:** names, relationships and other limited details of individuals referred to in your Will instructions, including children.
- **Case and document records:** questionnaire answers, changes and submissions, clarifications, correspondence, staff-review records, working drafts, final PDF documents and their issue or withdrawal history.
- **Account and security records:** logins, sessions, access events and necessary technical data used to protect the service and respond to security issues.

Please provide only information relevant to your Will. Do not place bank-card details, account passwords, full medical records, identity-document images or private recovery phrases into general questionnaire text fields unless specifically requested through an approved secure process.

We ordinarily obtain information from you. In appropriate cases we may also receive information from your authorised representative or supporting documents you supply.

3. Why we use information and the lawful bases

We use personal information for specified purposes, subject to the lawful basis applicable to each activity.

Purpose	Basis under Article 6 of the UK GDPR
Establishing and administering an account or responding to a requested service enquiry	Taking steps at your request before entering a contract or performance of the contract, as applicable
Receiving, assessing and clarifying your Will instructions	Taking pre-contractual steps at your request or performing the agreed service, to the extent the information is necessary
Preparing, reviewing, correcting and delivering a Will	Performance of our contract for the agreed service
Securing accounts, preventing misuse, maintaining necessary audit records and safeguarding confidential documents	Legitimate interests in operating a secure service, subject to the rights and interests of affected individuals
Handling applicable legal duties, rights requests, complaints and potential claims	Legal obligation where a specific duty applies, or legitimate interests in managing complaints and establishing or defending claims, as appropriate
Processing limited details of other people identified in Will instructions	Legitimate interests where necessary and supported by an assessment of those individuals' rights and reasonable expectations

We may need particular information to assess or complete your instructions. If essential information is missing, we may be unable to proceed with the service or may need to ask you for clarification.

Material decisions about whether to accept a case, the wording of a Will and the final issue of a document are subject to human review.

4. Religious beliefs and other sensitive information

The nature of an Islamic Will means that some information may reveal religious beliefs. Certain instructions may also reveal other categories of sensitive personal information. Such information requires an additional lawful condition under **Article 9 of the UK GDPR**, alongside an Article 6 basis.

We rely on your explicit consent under Article 9(2)(a) of the UK GDPR for information about your religious beliefs where it is necessary to assess your instructions and prepare, review and deliver the Islamic Will service you request. The relevant Article 6 basis also applies. We request and record explicit consent separately from acceptance of the Client Terms and acknowledgement of this notice.

You may withdraw your consent at any time by emailing **alfawzinstitute7@gmail.com**. Withdrawal does not affect processing already lawfully carried out, but may mean we cannot continue or complete the service.

Other special-category processing requires its own applicable condition. Where genuinely necessary for the establishment, exercise or defence of legal claims, Article 9(2)(f) may apply subject to the circumstances. We do not treat a client's consent as consent on behalf of relatives or other individuals, and seek to avoid collecting their sensitive information unless lawful and necessary.

We do not assume that one person's consent authorises the processing of another person's sensitive information.

5. Information about relatives and other individuals

Your instructions may identify relatives, children, beneficiaries, executors and guardians. We use only the information reasonably required to consider and prepare your Will. We assess how to meet our information duties to those individuals while also respecting the confidentiality of your private instructions, including any applicable exemptions.

We do not routinely inform every person named in a Will about the contents of that Will.

6. Access, disclosures and service providers

Personal information is made available only to authorised personnel and appropriate professional reviewers who require it for an identified service purpose. Service providers supporting hosting, secure storage and associated technical functions may handle information under contractual and security controls.

We may disclose relevant information where required by law, necessary to respond to a lawful request or agreed as part of an appropriately authorised professional referral. Any such disclosure is limited to the information required for the purpose.

We do not sell client information. Workshop hosts or charity partners do not receive automatic access to the contents of a client's Will or questionnaire. Any distinct sharing arrangement must be assessed and explained as appropriate.

7. Storage, security and international transfers

We maintain controls intended to protect personal information against unauthorised access, loss, alteration and disclosure. These include access restrictions, protected accounts, controlled document downloads, version records and measures for assessing security incidents. No online service can guarantee absolute security.

Render hosts the portal and case records in Frankfurt, Germany. Its support and other processing can involve the United States. Its terms use the UK Extension to the EU–US Data Privacy Framework for covered US transfers and the UK Addendum to standard contractual clauses for other restricted transfers. Resend sends our account emails from Ireland and can store email data in the US. Its terms use the UK Addendum for restricted transfers. Our Gmail contact mailbox can involve processing outside the UK, including covered US transfers under Google's UK Extension. Use your portal for case documents. You can request a copy of the relevant safeguards by emailing alfawzinstitute7@gmail.com. Staff protect authorised working copies and remove them under our document-handling procedure.

8. Retention of records

We retain personal information only for as long as necessary for the purpose for which it was obtained, or where justified by a legal obligation, regulatory requirement, complaint or potential claim. Retention depends on the type and status of the record:

- **Incomplete or declined applications:** retained for the period reasonably required to manage enquiries, possible reactivation and any related dispute, then reviewed for deletion.
- **Completed client matters and issued documents:** retained for the period necessary to evidence instructions, the agreed service, versions issued and any applicable legal or professional responsibilities.
- **Working copies:** retained only for authorised drafting, review and delivery, then removed in accordance with our document-handling procedure.

- **Account, audit and security records:** retained for the period needed to maintain security, investigate incidents and meet applicable obligations.
- **Backups and legal holds:** follow the applicable recovery cycle and any specific preservation requirement.

The detailed periods and deletion controls are maintained in our internal retention schedule. A hold may require us to retain specific records beyond an ordinary period where this is necessary and lawful.

9. Your data protection rights

Subject to the circumstances and any applicable exemptions, you may have rights to access your information, have inaccurate details corrected, request erasure, restrict processing, receive portable information, or object to processing carried out on the basis of legitimate interests. Where processing depends on consent, you may withdraw that consent.

To make a request, email **alfawzinstitute7@gmail.com** or use your secure client portal. We may need to verify your identity and consider the rights and confidentiality of other individuals before responding.

You may complain to the **Information Commissioner's Office (ICO)** if you believe your information has not been handled appropriately. Details are available at **https://ico.org.uk/make-a-complaint/**.

10. Cookies, changes and contact

Our portal uses cookies and similar technical measures needed to maintain secure account sessions and protect access to client records. Any additional analytics or optional cookies introduced in future must be assessed and explained separately as required.

We may update this notice when our services or information-handling arrangements change. Material changes will be communicated where required. The document version and issue date identify the applicable edition.

Privacy correspondence
AL FAWZ LTD
Email: alfawzinstitute7@gmail.com
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