

Data about individuals who are our clients

Clients should also refer to their Client Care Letter(s) and accompanying Terms of Business

| | What we collect | Source | Purpose | Legal basis | Recipients |
|--------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact information | Home and work addresses Landline/mobile phone or fax numbers Email addresses Previous addresses | Individual himself or herself Other professional advisers Other parties involved in matter | For contacting individuals where we need to do so as part of our client work For marketing our services, in person, or via communications For communications in relation to establishing a client relationship, obtaining evidence of identity of our client, and communications regarding our service and fees For use in order to fulfil our instructions | Performance of contract with client Consent Our legitimate interests in performing our instructions and in marketing our services. The legitimate interest of our client in us performing its instructions. Compliance with a legal obligation | Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter. Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example to SRA) Compilers of legal directories (where you have agreed to be a referee) |
| Employment information: | Position/Title Employment history Professional specialisms Qualifications | Individual himself or herself Other professional advisers Other parties involved in matter | For communications in relation to establishing a client relationship, obtaining evidence of identity of our client, and communications regarding our service and fees For marketing our services, in person, or via communications | Performance of contract with client Consent Our legitimate interests in performing our instructions and in marketing our services Compliance with a legal obligation | Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter. Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. UK regulatory and law enforcement bodies, where |

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| | | | | required of us under UK law or regulation. | |
| Interests | Professional and personal interests | Individual himself or herself Other parties involved in matter | For use in order to fulfil our instructions | Performance of contract with client Consent Our legitimate interests in performing our instructions and in marketing our services. The legitimate interest of our client in us performing its instructions. | Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter. Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. |
| All the above | | | For marketing our services, in person, or via communications | Our legitimate interests in marketing our services | None |
| Financial information | Bank details Transaction history | Individual himself or herself Other professional advisers Other parties involved in matter Third party information sources, such as credit reference databases | Captured when we receive or make a payment to/from an individual, or make payments on behalf of an individual and retained as evidence of the transactions. | Performance of contract with client Compliance with a legal obligation Our legitimate interests in performing our instructions and establishing our client's ability to pay the costs of a matter | Our bank. Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter. Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. UK regulatory and law enforcement bodies, where |

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| | | | | required of us under UK law or regulation. | |
| ID document information | <p>Information contained in or provided to us as part of our client ID checks. This includes details included in copy personal photo and residential ID documents we receive.</p> | <p>Individual himself or herself</p> <p>Other professional advisers</p> | <p>For communications in relation to establishing a client relationship, obtaining evidence of identity of our client, and communications regarding our service and fees</p> | <p>Compliance with a legal obligation</p> <p>Consent</p> | <p>UK regulatory and law enforcement bodies, where required of us under UK law or regulation.</p> <p>With the consent of the individual, we will provide copies of documents to other organisations who wish to verify the identity of the individual.</p> |
| Other | <p>Other information which is relevant to our retainer and which is supplied to us or obtained by us in order to fulfil our instructions from our client. The nature of the information will depend upon the matter concerned but may include:</p> <p>Information about health (for example in the context of medical treatment or employment disputes or private wealth planning)</p> <p>Information about the individual's sex life (for example in the context of matrimonial matters)</p> | <p>Individual himself or herself</p> <p>Other professional advisers</p> <p>Other parties involved in matter</p> <p>Third party information sources, such as credit reference databases</p> | <p>For use in order to fulfil our instructions</p> | <p>Performance of contract with client</p> <p>Consent</p> <p>Our legitimate interests in performing our instructions and in marketing our services.</p> <p>The legitimate interest of our client in us performing its instructions.</p> <p>Compliance with a legal obligation</p> | <p>Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter.</p> <p>Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter.</p> <p>UK regulatory and law enforcement bodies, where required of us under UK law or regulation.</p> |

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| <p>Information about trade union membership in the context of employment matters.</p> <p>Information about criminal convictions, where these are pertinent to a matrimonial, immigration or litigation matter or where the information is provided for us to assist the client in complying with disclosure obligations.</p> | | | | |