

Data about individuals who apply for employment or partnership with the firm.

	What we collect	Source	Purpose	Legal basis	Recipients
Contact information	Name	Individual himself or herself	For contacting individuals where we need to do so	Our legitimate interest in processing such information in the course of their prospective employment or their prospective role as a member (partner) of the firm. Background checks required to comply with a legal obligation.	UK regulatory and law enforcement bodies, where required of us under UK law or regulation Our service providers (such as data storage, typing, administrative support and audit)
	Home and work addresses	Recruitment agency	For obtaining/verifying evidence of identity		
	Landline/mobile phone or fax numbers		For carrying out background checks.		
	Email addresses		For contact details in case of an emergency		
	Previous addresses				
	Contact details for family members				
Employment information:	Position/Title	Individual himself or herself	For assessing their suitability for the role and carrying out background checks	Our legitimate interest in processing such information in the course of their prospective employment or their prospective role as a member (partner) of the firm. Background checks required to comply with a legal obligation.	Our service providers (such as data storage, typing, administrative support and audit) Recruitment agency to communicate offer details (if any)
	Employment history and CV	Recruitment agency			
	References from previous employees	Previous employers			
	Professional specialisms	SRA/Law Society	For considering potential package and offer		
	Education and qualifications	External testing/assessment body			
	Practicing certificate details and caveats				
	Practicing certificate status				
	Various test scores as appropriate – MOT, 16pf, Watson Glazer, professional qualifications				
	Salary and benefits				

	What we collect	Source	Purpose	Legal basis	Recipients
	Disciplinary record Date of birth				
Interests	Professional and personal interests Languages spoken	Individual himself or herself Recruitment agency	For assessing their suitability for the role	Our legitimate interest in processing such information in the course of their prospective employment or their prospective role as a member (partner) of the firm	Our service providers (such as data storage, typing, administrative support and audit)
ID document information	Information contained in or provided to us as part of our recruitment or take on process. This includes details included in copy personal photo and residential ID documents we receive Visa documentation (right to work in the UK)	Individual himself or herself Recruitment agency	For obtaining/verifying evidence of identity In order to confirm that the individual is entitled to work in the UK Security and prevention of crime	Our legitimate interest in processing such information in the course of their prospective employment or their prospective role as a member (partner) of the firm Compliance with a legal obligation	UK regulatory and law enforcement bodies, where required of us under UK law or regulation Our service providers (such as data storage, typing, administrative support and audit)
Results of criminal, adverse media and financial checks	[Guidance, based on public sources, whether the individual has a media, criminal or financial history that could pose an adverse risk	Our provider (currently VERO) will obtain this information from public databases.	The purpose of the screening is to identify any risks a person's background may pose to the business of the firm and/or its clients, and are required by law and our regulators.	Background checks required to comply with a legal obligation.	Our service providers for these checks. UK regulatory and law enforcement bodies, where required of us under UK law or regulation