

**Data about partners and staff of the firm, consultants, secondees (including referendars), those on work experience, temporary staff, former partners and staff, next of kin, spouses, beneficiaries**

|                                      | <b>What we collect</b>  | <b>Source</b>                 | <b>Purpose</b>   | <b>Legal basis</b>   | <b>Recipients</b>   |
|--------------------------------------|---|-------------------------------|--|--|---|
| <b>Contact information (work)</b>    | Name  | Individual himself or herself | For contacting individuals where we need to do so in the individual's capacity as employee or member (partner)                             | Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm | Our clients   |
|                                      | Work address  | Recruitment agency            |  |  | Other professional advisers of our clients  |
| Landline/mobile phone or fax numbers | Other parties and/or their professional advisers involved in matters where required as part of the conduct of matters |                               |  |  |   |
| Email addresses                      | Security and prevention of crime  |                               | Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of matters |  |   |
|                                      |   |                               |  |  | UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example the SRA) |
|                                      |   |                               |  |  | Compilers of legal directories (where the individual has been involved in a matter that is submitted            |
|                                      |   |                               |  |  | Our service providers (such as data storage, typing, administrative support and audit)                          |
| <b>Contact information</b>           | Home address  | Individual himself or herself | In order to keep appropriate employment records  | Our legitimate interest in processing  | UK regulatory and law enforcement bodies, where   |

|  | What we collect  | Source                                 | Purpose  | Legal basis  | Recipients   |
|--|--|--|--|--|--|
| <b>(personal) and other personal information</b> | Landline/mobile phone numbers  | Health professionals (for health data) | For contacting individuals where we need to do so in the individual's capacity as employee or member (partner)   | such information in the course of their employment or their role as a member (partner) of the firm | required of us under UK law or regulation (for example the SRA)  |
|  | Email addresses  | BUPA                                   |  |  | Our service providers (such as data storage, typing, administrative support and audit)                                     |
|  | Previous addresses   |  |  | Compliance with a legal obligation   |  |
|  | Emergency contact details  |  | For obtaining/verifying evidence of identity and carrying out background checks  | Schedule 1, Part 1(1)(1)(a) of the Data Protection Act 2018  | Health data may be provided to medical professionals and to insurance brokers for the purpose of sourcing health insurance |
|  | Date of birth  |  |  |  |  |
|  | Marital status   |  | In order to allow the individual to receive pension and other benefits   | Schedule 1, Part 2(8)(1)(b) of the Data Protection Act 2018  |  |
|  | Next of kin, spouse, beneficiaries' names and contact details                        |  | For contacting next of kin, spouses and beneficiaries if the circumstances require (including notifying such persons of their entitlements to benefits as a result of the death or incapacity of the individual) |  | Government bodies (such as HMRC)   |
|  | Adoption and birth certificate details   |  |  |  |  |
|  | Health data of individual  |  |  |  |  |
|  | Health data of spouse and/or children when added to firm's private healthcare scheme |  |  |  |  |
|  | Sickness records and details   |  |  | Access to medical reports for employment purposes (including to manage performance)                |  |
|  | Occupational health reports – and pre-employment screening                           |  |  | Security and prevention of crime   |  |
| Dietary information                              |  |  | For catering purposes  |  |  |
| <b>Employment information:</b>                   | Position/Title   | Individual himself or herself          | In order to keep appropriate employment records  | Our legitimate interest in processing such information in the course of their employment or their  | Our clients  |
|  | Employment history and CV  | Recruitment agency                     | For assessing their continued suitability for their role   |  | Other professional advisers of our clients   |
|  | References from previous employers   | Previous employers                     |  |  | Other parties and/or their professional advisers involved  |

| What we collect   | Source  | Purpose  | Legal basis  | Recipients   |
|---|---|--|--|--|
| Professional specialisms<br>Education, qualifications and qualification certificates<br>Disciplinary records<br>Performance records<br>Appraisals<br>Grievances<br>Performance feedback<br>Interview notes<br>Languages spoken<br>Practicing certificate details and caveats<br>Practicing certificate status<br>Professional indemnity information<br>Various test scores as appropriate – MOT, 16pf, Watson Glazer, professional qualifications<br>Working patterns (days worked and non-work days) | SRA/Law Society<br>External testing/assessment body | For planning progression<br>For compliance with SRA professional qualification requirements<br>For carrying out background checks                                | role as a member (partner) of the firm<br>Compliance with our legal obligations  | in matters where required as part of the conduct of matters<br>Compilers of legal directories (where the individual has been involved in a matter that is submitted)<br>Our service providers (such as data storage, typing, administrative support and audit) |
| <b>Financial information</b>  | Individual himself or herself                       | To pay or compensate the individual<br>In order to keep appropriate employment records<br>In order to allow the individual to receive pension and other benefits | Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm | Our bank<br>Our accountants/auditors<br>Third party payroll processors<br>Government bodies (such as HMRC)<br>Third party providers of benefits (such as childcare)  |

| What we collect   | Source  | Purpose  | Legal basis  | Recipients  |
|---|---|--|--|---|
| Pension<br>Tax-related information<br>National Insurance number<br>Payroll documentation - P45 / P60 / P11D |   | In order to allow nominated family members or beneficiaries to receive benefits or insurance funds | The individual's legitimate interest in being paid as an employee or compensated for being a member (partner) of the firm<br><br>Consent   | vouchers, life insurers, pension providers)   |
| <b>ID document information</b>  | 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<br><br>Visa documentation (right to work in the UK) | Individual himself or herself<br><br><br><br><br>Security and prevention of crime                  | For obtaining/verifying evidence of identity<br><br>In order to keep appropriate employment records<br><br>In order to confirm that the individual is entitled to work in the UK<br><br>Compliance with a legal obligation | Our bank<br><br>Government bodies (such as HMRC)<br><br>UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example the SRA)<br><br>Our service providers (such as data storage, typing, administrative support and audit) |
| <b>Results of criminal, adverse media and financial checks</b>  | [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.<br><br>Our service providers for these checks.<br><br>UK regulatory and law enforcement bodies, where required of us under UK law or regulation   |

|                                       | What we collect                                       | Source                                  | Purpose  | Legal basis   | Recipients  |
|---------------------------------------|---|---|--|---|---|
| <b>Equipment and information data</b> | Images via CCTV, including work areas                 | Individual himself or herself           | Security and prevention of crime   | Our legitimate interest in maintaining a safe environment and in preventing and detecting crime | Any data which reveals criminal activity may be passed to law enforcement authorities |
|                                       | Entrance/exit dates/times                             | Our CCTV and door access control system | To ensure the individual is performing their employment contract   |   |   |
|                                       | Movement within the building via security card system |   |  |   |   |
|                                       | Computer usage data                                   | IT usage monitoring systems             | Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm |   |   |
|                                       | Telephone usage data                                  |   |  | Our service providers (such as data storage, typing, administrative support and audit)          |   |