



**Data about directors, shareholders consultants, employees or other personnel of our clients**

	What we collect	Source	Purpose	Legal basis	Recipients
<b>Contact information</b>	Contact addresses	Individual himself or herself	For contacting individuals where we need to do so as part of our client work	Our legitimate interests in performing our instructions and in marketing our services.	Our client. Other professional advisers of our client.
	Landline/mobile phone or fax numbers	Our client (who will be an entity or another individual with whom the individual has a connection, such as employee, contractor)	For marketing our services, in person, or via communications	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.
	Email addresses	Other professional advisers	For communications in relation to establishing a client relationship, obtaining evidence of identity of our client, and communications regarding our service and fees	Compliance with a legal obligation	Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter.
	Previous addresses	Other parties involved in matter	For use in order to fulfil our instructions		UK regulatory and law enforcement bodies, where required of us under UK law or regulation. Compilers of legal directories (where the client has agreed to be a referee) Our service providers (such as data storage, typing, administrative support and audit)
<b>Employment information:</b>	Position/Title	Individual himself or herself	For use in order to fulfil our instructions	Our legitimate interests in	Our client.

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	<p>Employment history</p> <p>Professional specialisms</p> <p>Qualifications</p>	<p>Our client</p> <p>Other professional advisers</p> <p>Other parties involved in matter</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>For marketing our services, in person, or via communications</p>	<p>performing our instructions and in marketing our services</p> <p>Compliance with a legal obligation</p>	<p>Other professional advisers of our client.</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> <p>Our service providers (such as data storage, typing, administrative support and audit)</p>
<b>Interests</b>	<p>Professional and personal interests</p>	<p>Individual himself or herself</p> <p>Other parties involved in matter</p>	<p>For use in order to fulfil our instructions</p>	<p>Our legitimate interests in performing our instructions</p> <p>The legitimate interest of our client in us performing its instructions.</p>	<p>Our client.</p> <p>Other professional advisers of our client.</p> <p>Other parties and/or their professional advisers involved in a matter where required as</p>

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		For marketing our services, in person, or via communications	Our legitimate interests in marketing our services	<p>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>Our service providers (such as data storage, typing, administrative support and audit)</p> <p>None</p>
<b>Financial information</b>	<p>Bank details</p> <p>Transaction history</p>	<p>Individual himself or herself</p> <p>Our client</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>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.</p>	<p>Compliance with a legal obligation</p> <p>Our legitimate interests in performing our instructions and establishing our client's ability to pay the costs of a matter</p> <p>Our client.</p> <p>Other professional advisers of our client.</p> <p>Our bank.</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>

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				<p>UK regulatory and law enforcement bodies, where required of us under UK law or regulation.</p> <p>Our service providers (such as data storage, typing, administrative support and audit)</p>	
<b>ID document information</b>	<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>Our client</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>
<b>Other</b>	<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>Individual himself or herself</p> <p>Our client</p> <p>Other professional advisers</p> <p>Other parties involved in matter</p> <p>Third party information sources,</p>	<p>For use in order to fulfil our instructions</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>Our client</p> <p>Other professional advisers of our client.</p> <p>Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter.</p>

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<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>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>	<p>such as credit reference databases</p>		<p>Compliance with a legal obligation</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> <p>Our service providers (such as data storage, typing, administrative support and audit)</p>