



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

| | What we collect | Source | Purpose | Legal basis | Recipients |
|-----------------------------------|--------------------------------------|-------------------------------|--|--|--|
| Contact information (work) | 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 | Security and prevention of crime | | 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 | | | | 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, | |



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|--|--|--|--|--|--|
| | | | | administrative support and audit) | |
| Contact information (personal) and other personal information | Home address | 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 role as a member (partner) of the firm | UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example the SRA) |
| | 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) | Compliance with a legal obligation | Our service providers (such as data storage, typing, administrative support and audit) |
| | Email addresses | BUPA | 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 |
| | Previous addresses | | 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 | Government bodies (such as HMRC) |
| | Emergency 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) | | |
| | Date of birth | | | | |
| | Marital status | | | | |
| | Next of kin, spouse, beneficiaries' names and contact details | | | | |
| | 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 | | | | |
| | Occupational health reports – and pre-employment screening | | | | |
| Dietary information | | | | | |

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|--------------------------------|--|--|--|---|---|
| | Ethnicity data | | Security and prevention of crime For catering purposes | | |
| Employment information: | Position/Title Employment history and CV References from previous employers Professional specialisms Education, qualifications and qualification certificates Disciplinary records Performance records Appraisals Grievances Performance feedback Interview notes Languages spoken Practicing certificate details and caveats Practicing certificate status Professional indemnity information | Individual himself or herself Recruitment agency Previous employers SRA/Law Society External testing/assessment body | In order to keep appropriate employment records For assessing their continued suitability for their role For planning progression For compliance with SRA professional qualification requirements For carrying out background checks | Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm Compliance with our legal obligations | Our clients Other professional advisers of our clients Other parties and/or their professional advisers involved in matters where required as part of the conduct of matters 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) |

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|--------------------------------|--|-------------------------------|---|---|---|
| | <p>Various test scores as appropriate – MOT, 16pf, Watson Glazer, professional qualifications</p> <p>Working patterns (days worked and non-work days)</p> | | | | |
| Financial information | <p>Bank details</p> <p>Transaction history</p> <p>Salary and benefits</p> <p>Life insurance</p> <p>Statement of wishes – death in service</p> <p>Pension</p> <p>Tax-related information</p> <p>National Insurance number</p> <p>Payroll documentation - P45 / P60 / P11D</p> | Individual himself or herself | <p>To pay or compensate the individual</p> <p>In order to keep appropriate employment records</p> <p>In order to allow the individual to receive pension and other benefits</p> <p>In order to allow nominated family members or beneficiaries to receive benefits or insurance funds</p> | <p>Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm</p> <p>The individual's legitimate interest in being paid as an employee or compensated for being a member (partner) of the firm</p> <p>Consent</p> | <p>Our bank</p> <p>Our accountants/auditors</p> <p>Third party payroll processors</p> <p>Government bodies (such as HMRC)</p> <p>Third party providers of benefits (such as childcare vouchers, life insurers, pension providers)</p> |
| 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 | Individual himself or herself | <p>For obtaining/verifying evidence of identity</p> <p>In order to keep appropriate employment records</p> | Our legitimate interest in processing such information in the course of their employment or their | <p>Our bank</p> <p>Government bodies (such as HMRC)</p> <p>UK regulatory and law enforcement bodies, where</p> |

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|--|---|--|--|--|--|
| | <p>photo and residential ID documents we receive</p> <p>Visa documentation (right to work in the UK)</p> | | <p>In order to confirm that the individual is entitled to work in the UK</p> <p>Security and prevention of crime</p> | <p>role as a member (partner) of the firm</p> <p>Compliance with a legal obligation</p> | <p>required of us under UK law or regulation (for example the SRA)</p> <p>Our service providers (such as data storage, typing, administrative support and audit)</p> |
| 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 |
| Equipment and information data | <p>Images via CCTV, including work areas</p> <p>Entrance/exit dates/times</p> <p>Movement within the building via security card system</p> <p>Computer usage data</p> <p>Telephone usage data</p> | <p>Individual himself or herself</p> <p>Our CCTV and door access control system</p> <p>IT usage monitoring systems</p> | <p>Security and prevention of crime</p> <p>To ensure the individual is performing their employment contract</p> | <p>Our legitimate interest in maintaining a safe environment and in preventing and detecting crime</p> <p>Our legitimate interest in processing such information in the course of their employment or their role as a member (partner) of the firm</p> | <p>Any data which reveals criminal activity may be passed to law enforcement authorities</p> <p>Our service providers (such as data storage, typing, administrative support and audit)</p> |

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