

Schedule 3

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

	What we collect	Source	Purpose	Legal basis	Recipients
Contact information	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.
	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 professional advisers of our client.
	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	Other parties and/or their professional advisers involved in a matter 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		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.
					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)
					Third party processors who provide identity verification services or other compliance

What we collect	Source	Purpose	Legal basis	Recipients
				checks as part of our compliance processes.
				Third party processors who provide analytical services as part of our performance review, including conducting questionnaires with our clients.
				If one of our lawyers leaves the firm, and he or she knows you personally, we may allow him or her to take a copy of your details to their new firm.
Employment information:	Position/Title Employment history Professional specialisms Qualifications	Individual himself or herself Our client Other professional advisers Other parties involved in matter	For use in order to fulfil our instructions 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	Our legitimate interests in performing our instructions and in marketing our services 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. UK regulatory and law enforcement bodies, where required of us under UK law or regulation. Our service providers (such as data storage, typing,

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					administrative support and audit).
Interests	Professional and personal interests	Individual himself or herself	For use in order to fulfil our instructions	Our legitimate interests in performing our instructions	Our client.
		Other parties involved in matter		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.
			For marketing our services, in person, or via communications	Our legitimate interests in marketing our services	Government bodies (such as HMRC) Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter. Our service providers (such as data storage, typing, administrative support and audit) Third party processors who provide analytical services as part of our performance review, including conducting questionnaires with our clients.
Financial information	Bank details	Individual himself or herself	Captured when we receive or make a payment to/from an individual, or make payments on behalf of an individual and retained as	Compliance with a legal obligation	Our client.
	Transaction history	Our client		Our legitimate interests in performing our	Other professional advisers of our client.
					Our bank.

What we collect	Source	Purpose	Legal basis	Recipients
	Other professional advisers Other parties involved in matter Third party information sources, such as credit reference databases	evidence of the transactions. instructions and establishing our client's ability to pay the costs of a matter		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. 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 client ID checks. This includes details included in copy personal photo and residential ID documents we receive.	Individual himself or herself Our client 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 Consent With the consent of the individual, we will provide copies of documents to other organisations who wish to verify the identity of the individual. Third party processors who provide identity verification services or other compliance checks as part of our compliance processes.

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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>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>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>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>Compliance with a legal obligation</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> <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> <p>Third party processors who provide analytical services as part of our performance review, including conducting questionnaires with our clients.</p>