

**Schedule 7**  
**Data about individuals who apply for employment or partnership with the firm.**

	<b>What we collect</b>	<b>Source</b>	<b>Purpose</b>	<b>Legal basis</b>	<b>Recipients</b>
<b>Contact information</b>	Name Home and work addresses Landline/mobile phone or fax numbers Email addresses Previous addresses Contact details for family members	Individual himself or herself Recruitment agency	For contacting individuals where we need to do so For obtaining/verifying evidence of identity For carrying out background checks. For contact details in case of an emergency	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)
<b>Employment information:</b>	Position/Title Employment history and CV References from previous employees Professional specialisms Education and qualifications Practicing certificate details and caveats Practicing certificate status Various test scores as appropriate – MOT, 16pf, Watson Glazer, professional qualifications Salary and benefits	Individual himself or herself Recruitment agency Previous employers SRA/Law Society External testing/assessment body	For assessing their suitability for the role and carrying out background checks For considering potential package and offer	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)

	<b>What we collect</b>	<b>Source</b>	<b>Purpose</b>	<b>Legal basis</b>	<b>Recipients</b>
	Disciplinary record  Date of birth				
<b>Interests</b>	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)
<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  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)
<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.	Our service providers for these checks.  UK regulatory and law enforcement bodies, where required of us under UK law or regulation