



Welcome to HRC Law's **privacy notice**.

HRC Law respects your privacy and is committed to protecting your [personal data](#). This privacy notice will inform you about how we look after your [personal data](#). It will also tell you about your privacy rights and how the law protects you.

We will comply with data protection law which says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

This privacy notice is provided in a layered format, so you can click through to the specific areas set out below. Alternatively, you can download a pdf version of the full notice [here](#).

Please also use the [Glossary](#) to understand the meaning of some of the terms used in this privacy notice.

1. Important information and who we are

This section sets out important information about the purpose of the privacy notice and about who we are. It explains how you can [contact us](#).

Purpose of this privacy notice

This section sets out the purpose of this privacy notice. It explains the various situations in which we may collect and process your personal data. We may collect and process your personal data in various situations including, for example:

- through your use of this website, or our social media sites (see **You use our Website**);
- when you sign up to our mailing list (see **You are on our mailing list**);
- when you register to attend one of our client seminars (see **You are our client**);
- when you would like us to act for you, and we carry out Anti-Money Laundering Checks or Conflicts Checks on you before you become our client (see **You are our prospective client**);
- when you are, or have been, or intend to become, instruct us on behalf of or are an individual connected to, one of our clients (see **You are our client**);
- when you apply for a job with us (see **You are a candidate**);
- when you apply to, or do, spend time with us on a work experience placement (see **You are a candidate**);
- when you work for us and/or are one of our team (see **You are our employee** – in which case you should have already been given a copy of our privacy notice for employees); or
- when you are someone (who we haven't already mentioned above) with whom we have a business and/or contractual relationship. This includes a referrer/referee, a supplier, another professional, a contractor or consultant, an agent or another third party (**You are our business contact**).

We may have collected your data in the past, for example, because you used to be our

employee or our client (**See You used to be our employee or our client**). In such cases it is likely that we will still hold and process some of your data. This policy deals with those situations too.

You will see that the above categories are related to the [purpose](#) for which we use your data.

You may fall in to more than one of these categories in which case we will hold your personal information for each of the respective purposes (i.e. the categories are not mutually exclusive).

Regardless of the situation, this privacy notice aims to also give you basic information on how HRC Law collects and processes your personal data.

In some of the situations in which we process your data, this privacy notice may be supplemented with other information. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Controller and Contact Details

This section sets out our details, as the data controller, and how you can [contact us](#).

It also includes details of whom to contact regarding any complaints you may have about how we have collected or processed your personal data.

Controller

HRC Law LLP is the controller and responsible for your personal data. It is collectively referred to as: "**HRC Law**", "**we**", "**us**" or "**our**" in this privacy notice.

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact [Simon Whitehead](#), using the details set out below.

Contact details

Our full details are:

Full name of legal entity: HRC Law LLP

Name or title of data privacy manager: Simon Whitehead, Managing Partner

Email address: simonwhitehead@hrclaw.co.uk

Postal address: HRC Law LLP, Acresfield, 8-10 Exchange Street, Manchester, M2 7HA.

Telephone number: 0161 358 0545

Complaints

You have the right to make a complaint (about how we have collected or processed your personal data) at any time to the Information Commissioner's Office (**ICO**), the UK supervisory authority for data protection issues (www.ico.org.uk).

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please do contact us in the first instance.

Changes to the privacy notice and to your data

This section explains when this privacy notice was last updated. It also asks that you tell us about changes to your personal data.

Changes to the privacy notice

This version was last updated on 1 May 2018 and historic versions can be obtained by contacting us.

The data protection law in the UK will change on 25 May 2018. Although this **privacy notice** sets out most of your rights under the new laws, we may not yet be able to respond to some of your requests (for example, a request for the transfer of your personal data) until 25 May 2018 as we are still working towards getting our systems ready for some of these changes.

Changes to your personal data

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

2. The data we collect about you

This section of the privacy notice explains how we may collect, use, store and transfer different kinds of personal data, including what will happen if you fail to provide us with your personal data when we request it.

Types of data

We may collect, use, store and transfer different kinds of personal data about you. We have grouped this together follows:

- **Account Data** includes details about payments to and from you (including details of disbursements paid to a third party on your behalf) and details of services you have purchased from us.
- **Contact Data** includes billing address, personal address, email address, social media handles, and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, photographic ID, and gender.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website, or where applicable, our social media sites.
- **Transaction Data** includes details about payments to and from you and other details of products and services you have purchased from us.
- **Usage Data** includes information about how you use our website, social media sites,

products and services.

Aggregated data

We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature or to see the percentage of people who have opened a particular email bulletin. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

Special Category Data

In general, and with the exception of the specific circumstances and groups listed below, we do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

In respect of Candidates, we may collect Special Categories of Personal Data (for example, about your racial background or your state of health) for equality and diversity monitoring purposes, but we will obtain your express consent first.

In respect of Employees (including situations in which Candidates become Employees) we may collect Special Categories of Personal Data about you for employment and for equality and diversity purposes, as we explain in our Privacy Notice for Employees.

In respect of Clients and individuals connected to Clients, we may collect Special Categories of Personal Data, which you or others provide to us in respect of our provision of legal services to clients, being information relevant to a legal claim or action or to another legal issue in respect of which we are instructed. Such data may include information about your race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (for ID), health, sex life or sexual orientation. We will use such information in respect of the provision of legal services and our processing of such data will be either: (i) necessary for the establishment, exercise or defence of legal claims; (ii) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; or (iii) both (i) and (ii)

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, a contract to provide you with legal services). In such cases, we may have to cancel the service you have with us, or we might be unable to start providing the services, but we will notify you if this is the case at the time.

3. How we collect your personal data

This section of the privacy notice explains how we collect your personal data.

We use different methods to collect data from and about you including through:

Direct interactions. You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- ask us for advice or ask us to provide you with legal or commercial services;
- liaise with one of our employees for any other business purpose;
- wish to become our client;
- subscribe to our mailing list;
- wish to attend our training or seminars;
- request marketing to be sent to you;
- apply to do a work placement with us;
- apply for a position with us;

- enter a competition, promotion or survey;
- engage with us on our social media platforms; or
- give us some feedback.

Automated technologies or interactions. If and when you interact with our website or social media sites, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our [cookie policy](#) for further details.

Third parties or publicly available sources. We may receive personal data about you from various third parties and public sources as set out below:

- Technical Data from the following parties:
 - (a) analytics providers such as Google based outside the EU; and
 - (b) search information providers based inside the EU.
- Contact, Financial and Transaction Data from providers of technical, payment and delivery services such as Worldpay, whose group companies are based both inside and outside the EU (whom we use to process card payments taken by telephone), Veriphy Ltd based inside the EU (whom we use to carry out client verification services) and Eventbrite based outside the EU (whom we use to facilitate bookings onto our events and seminars).
- Identity and Contact Data from publicly available sources such as: Companies House based in the EU; company registries in other countries, if relevant, which may be based in the EU and outside the EU; The Law Society based in the EU, the FCA or a similar regulatory body based in the EU; the London Stock Exchange based in the EU, and/or the Electoral Register based inside the EU.

4. How we use your personal data

This section of the privacy notice explains how we use your personal data.

General

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

To find out more about the types of lawful basis that we will rely on to process your personal data in different circumstances, please see the [purposes for which we will use your personal data](#) section below and follow the links, as appropriate.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct marketing communications to you via email or post where you are not and have never been our client. As to which, please see the relevant section for those on our [Mailing list](#).

Purposes for which we will use your personal data

This section of the privacy notice explains more about the purposes for which we will use your personal data.

To make this privacy notice easier to navigate, we have divided information on the purposes for which we will use your personal data according to why we may have, or why we might receive or process, your data.

You may fall in to more than one of these categories in which case we will hold your personal information for each of the respective purposes (i.e. the categories are not mutually exclusive).

In each case, we have:

- set out a description of all the ways we plan to use your personal data;

- set out which of the legal bases we rely on to do so; and
- identified what our legitimate interests are where appropriate.

In this hard copy of the privacy notice, further information for each group is set out at the end.

- you use our website or our social media sites - you are a [website user](#);
- you sign up to our mailing list - [you are on our mailing list](#);
- you register to attend one of our client seminar - [you are our client](#);
- you would like us to act for you, and we carry out Anti-Money Laundering Checks or Conflicts Checks on you before you become our client - [you are a prospective client](#);
- you are, have been, intend to become, instruct us on behalf of, or are an individual connected to, one of our clients - [you are our client](#);
- you apply for a job with us -[you are a candidate](#);
- you apply to, or do, spend time with us on a work experience placement- [you are a candidate](#);
- you work for us and/or are a member of our team- you are [our employee](#); and
- you are someone (who we haven't already mentioned above) with whom we have a business and/or contractual relationship. This includes referrers/referees, suppliers, other professionals, contractors, consultants, agents or other third parties with whom we engage during our business as a law firm – [you are our business contact](#).

Further information in respect of each of these categories is set out at the end of this privacy notice.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in applicable section above.

Marketing

This section of the privacy notice explains more about the controls we have put in place for when we are using your personal data for marketing purposes.

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. We have established the following personal data control mechanisms:

Promotional offers from us

We may use your Identity, Contact, Technical, Usage, Profile Data and where you are or have been our client) information about your relationship with us, to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased services from us or if you provided us with your details when you attended one of our seminars or met one of our staff, and, in each case, you have not opted out of receiving that marketing.

Third-party marketing

We will get your express opt-in consent before we share your personal data with any other company for marketing purposes.

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by [contacting us](#) at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of the legal services we provide to you.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more

information about the cookies we use, please see our [cookie policy](#).

Change of purpose

This section explains when we might use your data for a purpose(s) other than that for which we collected it.

We will only use your personal data for the purpose(s) for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose(s). If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please [contact us](#).

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

5. Disclosures of your personal data

This section of the privacy notice explains when and why we may share your personal data.

We may have to share your personal data with the parties set out below, for the purposes set out in the [purposes](#) section of this privacy notice:

- Service providers such as Namesco, SOS and Nexus Workforce Limited acting as processors based in the UK who provide IT and system administration services;
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK, who provide consultancy, banking, legal, insurance and accounting services;
- HM Revenue & Customs, regulators (including the Solicitors' Regulation Authority), the NCA (in respect of money laundering) and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances;

- The following third parties for marketing or event booking services: Mailchimp, for direct marketing; SurveyMonkey or a similar survey provider where we carry out a survey; Eventbrite, for event bookings and marketing; Google (google analytics) for marketing purposes;
- The following third party for payment purposes: WorldPay;
- Third parties with whom we may share our employees' data are listed in our separate privacy notice for employees;
- The following third parties in respect of prospective clients: Veriphy (or another electronic provider) and, where applicable (i.e. in respect of those residing or registered overseas) official overseas registries, for money laundering purposes; and SOS (the company which currently provides our case management and billing system) in order to carry out conflict checks;
- The following third parties in respect of clients: Veriphy (or another electronic provider) and, where applicable (i.e. in respect of those residing or registered overseas), official overseas registries, for money laundering purposes; our insurers and their agents, where we feel this is necessary to protect us from a potential or actual claim; SOS (the company which currently provides our case management and billing system), for business purposes including carrying out legal services and billing, and to carry out conflicts checks; Legal Directories such as the Legal500 and Chambers & Partners, Studio North (design agency) and Petal &Co (PR agency), for marketing purposes; where clients ask for our help in finding advisors in other jurisdictions or areas, we may pass their contact details onto such advisers but will advise them before we do so;
- The following third parties in respect of candidates: our insurers and their agents, and referees where candidates have accepted a job offer with us;
- The following third parties in respect of business contacts: specific clients or other third parties as per our shared understanding in the specific circumstances of the case. So, for example, if you were a professional to whom we referred legal work which was outside our areas of expertise, we might pass your contact details onto a client who wished to source such expertise; and
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. International transfers

This section of the privacy notice explains the situations in which we will transfer your data to another country, outside the EEA.

We are based in the UK (which is currently in the European Economic Area(**EEA**)). We do not transfer your personal data outside the EEA except where this is necessary for the performance of a contract:

- between you and us, or for pre-contractual steps taken at your request; or
- made in your interests between us and another person.

For example, where:

- you are our client and you ask us to liaise with lawyers in a non-EU jurisdiction on your behalf; or
- we use a third-party company which is based outside the EEA such as WorldPay (so that you can pay us by telephone using your credit card) or invite you to use Eventbrite to book onto our events and seminars.

If we transfer your personal data out of the EEA, we will make sure that suitable safeguards are in place, for example by using approved contractual arrangements, unless certain other limited exceptions apply.

7. Data security

This section of the privacy notice explains the security measures we have in place with regards to your personal data.

We have put in place appropriate security measures to prevent your personal data from

being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Data retention

This section of the privacy notice explains how long we will keep your personal data for.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy which you can request by [contacting us](#).

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

In some circumstances you can ask us to delete your data: see the next section on [your legal rights](#) for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

9. Your legal rights

This section of the privacy notice explains more about your rights in relation to your personal data.

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

Your legal rights

This section explains more about each of your rights. Whether or not you have certain rights will depend upon the [purposes](#) for which we collected and process your information.

You have the right to:

Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data’s accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of these rights, please [contact us](#).

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

10. Glossary

This section of the privacy notice is a glossary.

We explain some of the more technical words that we have used in the privacy notice in this section.

If there is a term which is not explained here, or you would like further clarification on any aspect of this privacy notice, please [contact us](#) and we will do our best to help you.

Account Data includes details about payments to and from you (including details of disbursements paid to a third party on your behalf) and details of services you have purchased from us.

Aggregated data includes statistical or demographic data. Such data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity.

Client identification procedures means procedures which

Comply with a legal or regulatory obligation means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

Contact Data includes billing address, personal address, email address, social media handles, and telephone numbers.

Controller means HRC Law LLP. It is the controller and is responsible for your personal data. It is collectively referred to as: "**HRC Law**", "**we**", "**us**" or "**our**" in this privacy notice.

Financial Data includes bank account and payment card details.

Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, photographic ID, and gender.

Lawful basis means Legitimate Interest, Performance of Contract, Comply with a legal or regulatory obligation, or another basis upon which current legislation says that it is lawful for us to process your data. We set out the Lawful bases upon which we rely in respect of each [purpose](#) for which we collect or process your data at the end of this document.

Legitimate Interest means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests

are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by [contacting us](#).

Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.

Performance of Contract means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). In this privacy notice we have divided personal data into the following groups: **Identity Data, Contact Data, Financial Data, Account Data, Technical Data, Profile Data, Usage Data, Marketing and Communications Data** and **Profile Data**.

Third Parties means other people or companies, it includes those from whom we may receive your data (see [How we collect your personal data](#)) and those to whom we may disclose it (see [Disclosures of your personal data](#)).

Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website or social media sites.

Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.

Usage Data includes information about how you use our website, social media sites, products and services.

Purposes for which we use your data

In this section we set out further information which will be relevant to certain groups of people, depending on why we have, or may receive, your personal data.

If you fall into one or more of these groups, please read the applicable section(s) below for:

- a description of all the ways we plan to use your personal data
- which of the legal bases we rely on to do so
- what our legitimate interests are, where appropriate.

You use our Website

In this section we set out information which is particularly relevant to people who use our website and to those who use our social media sites.

Please also read the section on [marketing](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

Intended audience

HRC Law's website, which we refer to as "**our website**", is not intended for children. Our social media sites are similarly not intended for children. We do not knowingly collect data relating to children.

Third-party links

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

How we use data from our website and social media site users at present

Our website contains information about us, including details of our team, our services and how we can help you. Its main purpose is therefore to provide users with information, rather than to collect or process users' data. We do, however, collect and use some personal data for the following purposes:

PURPOSE: To register you onto our seminars when we, and/or you, use external websites such as Eventbrite to facilitate bookings.

Type of data: (a) Identity; (b) Contact; (c) Financial.

Lawful basis/bases for processing including basis of legitimate interest: (1) Performance of a contract with you; and (2) Necessary for our legitimate interests (to facilitate your booking onto and payment for a seminar place).

PURPOSE: To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy; (b) Asking you to leave a review or take a survey.

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: (1) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

PURPOSE: To enable you to complete a survey (including when we, and/or you, use external survey providers).

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

PURPOSE: To use data analytics to improve our website, social media sites, products/services, marketing, customer relationships and experiences

Types of data: (a) Technical; and (b) Usage.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy).

PURPOSE: To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)

Types of data: (a) Identity; (b) Contact; (c) Technical

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise); and (b) Necessary to comply with a legal obligation.

PURPOSE: To operate our social media accounts on Twitter, Facebook and LinkedIn and use them for active social media marketing.

Types of data: a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; and (f) data concerning your engagement on social media (likes, retweets, shares, reactions, comments etc.).

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to maintain a social media presence and engage with you using it).

How we may use data from our website and social media site users in the future

We do not currently use your data for the purposes below. If we decide to do so, we will update this privacy notice accordingly, but, for completeness, we have set out below the bases etc. that we may rely upon in future.

PURPOSE: To deliver relevant website and social media site content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you

Types of data: (a) Identity; (b) Contact; (c) Profile; (d) Usage; (e) Marketing and Communications; (f) Technical

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy).

PURPOSE: To make suggestions and recommendations to you about goods or services that may be of interest to you

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business).

You are on our Mailing List

In this section we set out information which is particularly relevant to people who are on our mailing list.

Please also read the section on [marketing](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

Whilst we do not usually rely on consent as a legal basis for processing personal data, we do rely on consent in relation to sending direct marketing communications to you via email or post, where you are not and have never been our client.

You have the right to withdraw consent to such marketing at any time by [contacting us](#). Our You are **our business contact**

are generally on the email footers of each of our employees. In addition, an unsubscribe option is always included on bulk email communications which are sent out (to those on our mailing list) via Mailchimp.

If you access our website from a bulletin link, please refer also to the section for [users of our website](#).

If you are a past or present client, please refer to the section for [clients](#).

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

PURPOSE: To share news and bulletins with you (where you are not and have never been a client) by email and/or post, which we hope will be of interest to you.

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about the sectors and areas in which you are interested..

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business); Consent.

PURPOSE: To make suggestions and recommendations to you (where you are not and have never been a client) about goods or services that may be of interest to you

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about the sectors and areas in which you are interested.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business).

PURPOSE: To deliver relevant content and advertisements to you (where you are not and have never been a client) and measure or understand the effectiveness of the content we send to you

Types of data: (a) Identity; (b) Contact; (c) Profile; (d) Usage; (e) Marketing and Communications; (f) Technical; (g) information about the sectors and areas in which you are interested.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy).

You are our Client

In this section we set out information which is particularly relevant to people who are our clients.

In this privacy notice only (but not for other purposes), we include within this category, not only: (i) those who are our clients for professional legal services (and the individuals connected with them in the case of clients which are organisations); but also (ii) others who do not fall into category (i) but who nevertheless attend our training and seminars.

Please read our section on [anti-money laundering](#) below for further information on what anti-money laundering checks we will carry out, what these entail, and on disclosures to the National Crime Agency.

Please also read the section on [marketing](#) and the section for those on our [mailing list](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

PURPOSE: to enable us to provide legal services including advising and acting on your behalf where you are an individual and, as such, are our client. This includes e.g. communicating with you prior to and in the course of our engagement, taking your instructions, providing legal advice, liaising with (and where you wish us to do so engaging) third parties on your behalf, and invoicing our fees and disbursements.

Types of data: (a) Identity; (b) Contact; (c) Financial; (d) Transaction; (e) Usage; (f) Profile; (g) Marketing and Communications; (h) any other personal data which you provide to us in respect of your matter, e.g. employment details, directorships, shareholding details, property details, personal correspondence (in some cases, this could include Special Category Data).

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a law firm which provides advice and support to its clients); (b) Performance of a contract with you; and, in some circumstances (for example, where we are required to share information with our regulators) (c) Necessary to comply with a legal obligation.

PURPOSE: to enable us to provide legal services including advising and acting on your behalf where you are an individual connected to an organisation which is our client. This includes e.g. communicating with you prior to and in the course of our engagement for the client, taking instructions, providing legal advice, liaising with (and where you wish us to do so engaging) third parties on your behalf, and invoicing our fees and disbursements.

Types of data: (a) Identity; (b) Contact; (c) Financial; (d) Transaction; (e) Usage; (f) Profile; (g) Marketing and Communications; and (h) any other personal data which you provide to us in respect of your matter e.g. employment details, directorships, shareholding details, property details, personal correspondence (in some cases, this could include Special Category Data).

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a law firm which provides advice and support to its clients); and, in some circumstances (for example, where we are required to share information with our regulators), (c) Necessary to comply with a legal obligation.

PURPOSE: To manage our client relationship with you where you are an individual who is our client, or an individual connected to an organisation which is our client (which will include ensuring that we meet appropriate levels of client care, asking for feedback and monitoring your level of satisfaction with our services).

Type of data: (a) Identity; (b) Contact; (c) Profile; (d) Marketing and Communications; and (e) details of your relationship with the firm and its staff including: length of relationship; individuals with whom you have engaged; meetings, calls and other engagements with the firm and its employees; and reviews, testimonials, complaints and other feedback.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to keep our records updated and to ensure that we meet requisite levels of client care and service).

PURPOSE: to enable us to carry out anti-money laundering checks on our clients and potential clients where you are an individual and, as such, are our client or potential client.

Types of data: (a) Identity; (b) Contact; where necessary (for example to evidence source of funds) (c) Financial; and (d) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a regulated law firm, and to meet our professional duties); (b) Performance of a contract with you, and, in some circumstances (for example, where Anti-Money Laundering legislation requires us to carry out due diligence checks), (c) Necessary to comply with a legal obligation.

PURPOSE: to enable us to carry out anti-money laundering checks on our clients and potential clients where you are an individual connected to an organisation which is our client or potential client.

Types of data: (a) Identity; (b) Contact; and, where necessary (for example to evidence source of funds) (c) Financial; and (d) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a regulated law firm, and to meet our professional duties); and, in some circumstances (for example, where Anti-Money Laundering legislation requires us to carry out due diligence checks), (b) Necessary to comply with a legal obligation.

PURPOSE: to enable us to carry out conflict checks on our clients and potential clients where you are an individual and, as such, are our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties); and; and (b) Performance of a contract with you.

PURPOSE: to enable us to carry out conflict checks on our clients and potential clients where you are an individual connected to an organisation which is our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties).

(Where applicable, we rely on legitimate interests when carrying out checks on the other party too. Only limited (Identity) data is required for such a check.)

PURPOSE: to enable us to carry out insurance mediation for you where you are an individual and, as such, are our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

(We must provide you with certain information in writing before we carry out insurance mediation for you, so you will be aware if we are about to do this.)

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm and support our clients' needs); and (b) Performance of a contract with you.

PURPOSE: to enable us to carry out insurance mediation for our clients where you are an individual connected to an organisation which is our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

(We must provide our client with certain information in writing before we carry out insurance mediation on their behalf, so you will be aware if we are about to do this.)

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm and support our clients' needs).

PURPOSE: To deliver relevant content and advertisements to you and measure or understand the effectiveness of the content we send to you

Types of data: (a) Identity; (b) Contact; (c) Profile; (d) Usage; (e) Marketing and Communications; (f) Technical

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy).

PURPOSE: To share news and bulletins with you by email and/or post, which we hope will be of interest to you.

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about the sectors and areas in which you are interested; (g) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business). You have the right to withdraw consent to such marketing at any time by contacting us.

PURPOSE: To make suggestions and recommendations to you about goods or services that may be of interest to you

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about the sectors and areas in which you are interested; (g) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business).

PURPOSE: To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy; (b) Asking you to leave a review or take a survey.

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: (1) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

PURPOSE: To enable you to complete a survey (including when we, and/or you, use external survey providers).

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

PURPOSE: to enable us to comply with UK laws and regulations concerning anti-money laundering and terrorist financing by making a report to the National Crime Agency, or such other organisation, as required, when we consider that it is appropriate to do so.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties); and (b) In order for us to comply with a legal or regulatory obligation.

You are our Prospective Client

In this section we set out information which is particularly relevant to people who are our prospective clients.

Please read our section on [anti-money laundering](#) below for further information on what anti-money laundering checks we will carry out, what these entail, and on disclosures to the National Crime Agency.

Please also read the section on [marketing](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

When you provide information to us:

- (i) as a prospective client; or
- (ii) as an existing client in respect of a prospective transaction, dispute or other matter,

(“**the information**”), we will assume unless you notify us to the contrary before the information is given to us and we accept the position, that:

- (a) the information is not confidential and accordingly you will not seek to restrict us from acting for any other person or disclosing the information to any client or prospective client, whether or not in respect of any matter in which you may be involved or may have an interest, unless you become a client in which case relevant rules concerning conflicts of interest and confidentiality will apply;
- (b) the information is not subject to confidentiality obligations owed to a third party; or
- (c) if the information is subject to a confidentiality obligation owed to a third party, it is not being given to us in breach of such obligation.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

PURPOSE: to enable us to carry out anti-money laundering checks on our clients and potential clients where you are an individual and, as such, are our client or potential client.

Types of data: (a) Identity; (b) Contact; where necessary (for example to evidence source of funds) (c) Financial, and (d) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a regulated law firm); (b) Performance of a contract with you, and, in some circumstances (for example, where Anti-Money Laundering legislation requires us to carry out due diligence checks), (c) Necessary to comply with a legal obligation.

PURPOSE: to enable us to carry out anti-money laundering checks on our clients and potential clients where you are an individual connected to an organisation which is our client or potential client.

Types of data: (a) Identity; (b) Contact; where necessary (for example to evidence source of funds) (c) Financial; and (d) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a regulated law firm); and in some circumstances (for example, where Anti-Money Laundering legislation requires us to carry out due diligence checks), (b) Necessary to comply with a legal obligation.

PURPOSE: to enable us to carry out conflict checks on our clients and potential clients where you are an individual and, as such, are our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties); and; and (b) Performance of a contract with you.

PURPOSE: to enable us to carry out conflict checks on our clients and potential clients where you are an individual connected to an organisation which is our client or potential client.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties).

(Where applicable, we rely on legitimate interests when carrying out checks on the other party too. Only limited (Identity) data is required for such a check.)

PURPOSE: to enable us to comply with UK laws and regulations concerning anti-money laundering and terrorist financing by making a report to the National Crime Agency, or such other organisation, as required, when we consider that it is appropriate to do so.

Types of data: (a) Identity; (b) Contact; and (c) any other personal data which you provide to us in respect of your matter.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to carry out our business as a law firm, and to meet our professional duties); and (b) In order for us to comply with a legal or regulatory obligation.

Anti-money laundering

UK laws and regulations require solicitors to obtain satisfactory evidence of their client's identity and, where the client is an organisation, also of people related to their client. This is because solicitors who deal with money and property on behalf of their clients can be used by criminals wanting to launder money. In order to meet these obligations, we verify the identity of new clients, and in certain circumstances, existing clients.

Our internal requirements (**client verification procedures**) also require us to conduct background checks on new or existing clients in certain circumstances. These may necessitate verification procedures of the identity and good standing of clients, one or more of their directors or employees or other representatives. This includes the identity of clients' or potential clients' shareholders, beneficial owners, management, directors or officers and/or other relevant information. It may sometimes also include evidence of source of funds, at the outset of and possibly from time to time throughout our relationship with clients, which we may request and/or obtain from third party sources.

In terms of the sources for such verification, these may comprise of documentation (which, e.g. we may request from those we need to check), online sources or both.

We often use an electronic identification provider to confirm the identity of individual clients, and of directors or other officers and/or owners of clients which are organisations. Where a company client is involved, we also carry out company searches.

Electronic checks are not always available and/or may not be sufficient. In some cases, we will therefore need to see documentary evidence such as passports and utility bills from you (sometimes we will require this as well as an electronic identification check).

There's a cost to carrying out: checks with the electronic identification provider; and company searches. You agree to pay these costs as and when they arise. We will pass these costs onto you. If you'd prefer to provide sufficient documentary evidence to try to minimise these costs, please let us know.

In some circumstances we may decline to, or may not be permitted to, proceed to act until we have carried out our client verification procedures. In other circumstances we may agree to commence acting whilst we carry out these procedures. We reserve the right to decline to act or, if appropriate, cease to act should these procedures not be completed to our satisfaction. We may also be required to make detailed enquiries of any unusual transactions such as the transfer of large amounts of cash.

Once you're our client and we've already established your identity and address, we may not need any further evidence, but in some cases, we may still need to carry out new checks.

UK laws and regulations also require solicitors to make a disclosure to the National Crime Agency where they know or suspect that a transaction may involve money laundering or terrorist financing. If we make a disclosure in relation to your matter, we may not be able to tell you that a disclosure has been made. We may have to stop working on your matter for a period of time and may not be able to tell you why.

Any personal data we receive from you for the purposes of our client verification procedures will be processed only for the purposes of preventing money laundering and terrorist financing, or as otherwise permitted by law. You consent to us retaining such data for longer than the five-year statutory period, unless you tell us otherwise.

Where we instruct counsel or other professionals on behalf of clients they may request us to provide them with copies of evidence of identity of clients or their representatives which we have obtained from you or from other sources. We will be entitled to send such copies to them if we so decide, unless the client specifically advises us not to do so.

You are a Candidate

In this section we set out information which is particularly relevant to people who apply for a job (including a training contract) or a work experience placement with us.

Please also read the section on [marketing](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

We often ask applicants to send us their CV and contact details. Any information you send us for the purpose of a job or placement application will be treated by us with the greatest care and for that purpose only.

Where the information you provide is sensitive (such as your racial background or your state of health) we will obtain your express consent to our use of the information to assess your application and to allow us to carry out equal opportunities monitoring.

Please note that the internet may not be as secure as other forms of communication.

In acknowledging an application HRC Law is not verifying the content, accepting the application or making any offer of employment or engagement.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

Purpose: to assess applications from candidates interested in taking part in a work experience placement, and candidates applying for training contracts and/or jobs with us.

Types of data: **Types of data:** (a) Identity; and (b) Contact

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our

legitimate interests (to carry out our business as a law firm and support our clients' needs); and
(b) Performance of a contract with you.

Employment and Consent in respect of any Special Category Data that you choose to provide.

You are our employee or worker

We have set out information which is particularly relevant to people who are our employees in a separate notice. We have shared this with all our employees.

If you are one of our employees and have not received this notice, please speak to [Simon Whitehead](#) or [Debbie Nuttall](#).

If you would like support on drafting a privacy notice for your employees, please contact [Jo Handler](#) or [Graham Hansen](#).

You are our business contact

In this section we set out information which is particularly relevant to people who are our business contacts. This includes people with whom we have a business and/or contractual relationship but who are not included in the other categories. It therefore includes referrers and referees, suppliers, other professionals, agents, contractors, consultants, agents and any other third parties with whom we engage during our business as a law firm.

If you are our client or prospective client, or you attend our training and seminars, please see the section on [clients](#).

Please also read the section on [marketing](#) and the section for those on our [mailing list](#) to learn more about the controls we have put in place for when we are using your personal data for marketing purposes.

Please read our section on [disclosures of your data](#) for further information on recipients of your data.

Purposes for which we will use your personal data

We have set out below a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are, where appropriate.

The types of data are defined in our [glossary](#).

PURPOSE: to enable us to run our business as a professional provider of legal services including communicating with you, engaging you on behalf of our clients (where applicable) or on behalf of your clients (where applicable), and billing you or paying your invoices.

Types of data: (a) Identity; (b) Contact; (c) Financial; (d) Transaction; (e) Usage; (f) Profile; (g) Marketing and Communications; (h) any other personal data which you provide to us in respect of our business dealings.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (for running our business as a law firm which provides advice and support to its clients); and in some, but not all, cases (b) Performance of a contract with you.

PURPOSE: To manage our business relationship with you (which will include ensuring that we meet appropriate service levels, asking for feedback and monitoring your level of satisfaction with our services).

Type of data: (a) Identity; (b) Contact; (c) Profile; (d) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: (a) Necessary for our legitimate interests (to keep our records updated and to ensure that we meet requisite levels of client care and service).

PURPOSE: To deliver relevant content and advertisements to you and measure or understand the effectiveness of the content we send to you

Types of data: (a) Identity; (b) Contact; (c) Profile; (d) Usage; (e) Marketing and Communications; (f) Technical

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy).

You have the right to withdraw consent to direct marketing at any time by contacting us.

PURPOSE: To share news and bulletins with you by email and/or post, which we hope will be of interest to you.

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about the sectors and areas in which you are interested; (g) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business).

You have the right to withdraw consent to such marketing at any time by contacting us.

PURPOSE: To make suggestions and recommendations to you about goods or services that may be of interest to you

Types of data: (a) Identity; (b) Contact; (c) Technical; (d) Usage; (e) Profile; (f) information about

the sectors and areas in which you are interested; (g) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to develop our products/services and grow our business).

PURPOSE: To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy; (b) Asking you to leave a review or take a survey.

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications.

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

PURPOSE: To enable you to complete a survey (including when we, and/or you, use external survey providers).

Type of data: (a) Identity; (b) Contact; (c) Profile; and (d) Marketing and Communications

Lawful basis/bases for processing including basis of legitimate interest: Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services).

You used to be our employee or our client

In this section we set out information which is particularly relevant to people who used to be our employee or who used to be our client. The fact that you are no longer our client or our employee does not mean that we no longer hold or process any of your personal data.

People who used to be our client

As we will have explained in our terms of business, we keep client files for a period of time after the end of the relationship. The length of time varies depending on the documents held and the nature of the matter, but we will retain all hard and electronic files for at least 6 years after we consider them to be closed. We will keep some documents including client verification documents, deeds or documents relating to certain types of transactions (e.g. property purchases) for longer. Such files may contain personal data. Our retention policy contains more detail about retention periods and is available upon request.

You should also please read the sections on Clients and Prospective Clients. These explain in more detail how we used your information when you were a client and, where any of these purposes still exist beyond the end of the client-lawyer relationship, we will continue to process those types of personal data in relation to those purposes on the lawful basis/bases for processing including the basis of legitimate interest until the end of the retention period.

People who used to be our employee

We collected and processed various categories of data about you because you were our employee. We will retain any of this personal data which we need to retain for employment, regulatory and tax purposes for a period of at least 6 years.

We have set out information which is particularly relevant to people who are our employees in a separate notice which sets out the type of information we hold about employees and the purposes for, and legal bases on, which we process it. If you used to be our employee, and you'd like to see this notice, please let us know and we will send it to you.

Where any of the purposes for which we used to process your data when you were an employee still exist now that the employment relationship between us has ended, we will continue to process those types of personal data in relation to those purposes on the lawful basis/bases for processing including the basis of legitimate interest until the end of this retention period.