

## Appendix - Data Processing

No.	Purpose	Lawful basis for processing
1.	ent and matter inception procedures to include: <ul style="list-style-type: none"> <li>- conducting checks to identify our clients and verify their identity; and</li> <li>- conflict checks against our client database.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) (the retainer)</li> <li>• Necessary to comply with our legal obligations (to satisfy anti-money laundering requirements, detecting and preventing fraud and to comply with SRA Code of Conduct requirements)</li> </ul>
2.	Taking instructions from you, managing the client relationship, corresponding and communicating with you to provide updates and legal advice, providing our legal services to you and responding to your enquiries	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) (the retainer)</li> <li>• Necessary to comply with our legal obligations (including client care obligations under the SRA Code of Conduct)</li> </ul>
3.	Arranging meetings and ensuring that the needs of attendees are catered for (to include any adjustments that we need to make to accommodate attendees and their dietary requirements)	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) (the retainer)</li> <li>• Necessary to comply with our legal obligations (including compliance with health and safety laws)</li> </ul>
4.	Raising invoices and processing payments for our professional charges, fees and disbursements and managing payments made on account and/or during the course of a transaction	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) or suppliers</li> <li>• Necessary to comply with our legal obligations</li> </ul>
5.	Process and respond to requests, enquiries or complaints received by you	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) or suppliers</li> <li>• Necessary to comply with our legal obligations</li> </ul>
6.	To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	<ul style="list-style-type: none"> <li>• Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security and to prevent fraud)</li> <li>• Necessary to comply with a legal obligation</li> </ul>
7.	To use data analytics to improve our website, services, client relationships and experiences	<ul style="list-style-type: none"> <li>• Necessary for our legitimate interests (to define types of clients for our services, to keep our website updated and relevant, and to develop our business)</li> </ul>
8.	To provide access to our files for audit, review or other quality assurance checks, by our regulators, auditors, and professional advisers	<ul style="list-style-type: none"> <li>• Necessary to comply with our legal and regulatory obligations</li> </ul>

9.	Ensuring that our policies, procedures and standards are adhered to (to include equal opportunities monitoring)	<ul style="list-style-type: none"> <li>• For our legitimate interests (this includes carrying out the business of providing legal services and pursuing our general business interests)</li> <li>• Necessary to comply with our legal and regulatory obligations (such as under employment law and health and safety)</li> </ul>
10.	Preserving the confidentiality of commercially sensitive information	<ul style="list-style-type: none"> <li>• For our legitimate interests (or those of our clients or a third party)</li> <li>• Necessary to comply with our legal and regulatory obligations</li> </ul>
11.	Updating and maintaining client records	<ul style="list-style-type: none"> <li>• Performance of a contract with our clients (the retainer) or to take steps at a potential client's request before entering into our retainer</li> <li>• Necessary to comply with our legal and regulatory obligations</li> </ul>
12.	For the day to day operations of our business to include the use of third party service providers (including recruitment consultants, general office services, and IT support)	<ul style="list-style-type: none"> <li>• For our legitimate interests (this includes carrying out the business of providing legal services and pursuing our general business interests)</li> </ul>
13.	Debt recovery – collecting and recovering sums owed to us	<ul style="list-style-type: none"> <li>• Performance of a contract with our client(s) (the retainer)</li> <li>• For our legitimate interests (this includes carrying out the business of providing legal services and pursuing our general business interests)</li> </ul>
14.	To make suggestions and recommendations to you about services that may be of interest to you, advising you on ways we can assist you to add value to your business, and updating you on changes to the law relevant to you	<ul style="list-style-type: none"> <li>• Performance of a contract with you (the retainer)</li> <li>• Necessary for our legitimate interests (to develop our services and grow our business)</li> </ul>
15.	Making disclosures to government, regulatory or other public bodies where in our reasonable opinion the disclosure is appropriate and permitted by law	<ul style="list-style-type: none"> <li>• Necessary to comply with our legal and regulatory obligations (to include anti-money laundering)</li> </ul>
16.	For recruitment purposes to enable us to assess the skills, qualifications, and suitability of potential candidates for a particular role, carry out background and reference checks, where applicable and communicate with the candidates about the recruitment process	<ul style="list-style-type: none"> <li>• It is in our legitimate interests to decide whether to appoint an individual to a particular role since it would be beneficial to our business to appoint someone to that role.</li> <li>• We also need to process personal information to decide whether to enter into a contract of employment with a candidate.</li> </ul>