

## Appendix 1

The following table describes in more detail the information we may collect, where it comes from, why we need it and how we may use it.

Purpose	Personal information	Source of data	Legal basis for use
<b>Contact information</b>	Name, job title or role, office address, location, email addresses, work phone number, cell phone number, fax number.	Directly from the individual or provided by a client or other contact.	<ul style="list-style-type: none"> <li>• Clients: Necessary for contract</li> <li>• Others: Business need – for administration purposes and to provide legal services and/or receive services (in the case of vendors)</li> </ul>
<b>Identity verification and background checks (“Know Your Client” due diligence)</b>	<p><b>Corporate client contacts:</b> Job status, title, role description, directorships, shareholdings, home addresses,</p> <p>Depending on the verification document provided: age/date of birth/birth month and year photograph, passport, birth/marriage certificate, Tax Identification Number, National Identity Card, Social Security or National Insurance Number, driving licence, bank account details, bank statement, utility bill, insurance certificate, tenancy agreement.</p> <p><b>Individual clients (in addition to the above):</b> personal email, home/cell phone number, country of residence</p>	<p>Directly from the individual or provided by a client contact.</p> <p>Information is also obtained from third party sources:</p> <ul style="list-style-type: none"> <li>• Public registers of company directors and shareholdings</li> <li>• Credit reference agencies</li> <li>• Regulatory bodies</li> <li>• Government departments and agencies</li> <li>• Verification service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Necessary for contract</li> <li>• Legal obligation</li> <li>• Prevention or detection of crime</li> </ul>
<b>Anti-money laundering, Politically Exposed Persons, terrorist financing and related regulatory checks</b>	<p>All of the above</p> <p>Political affiliation.</p> <p>Criminal activity and offences committed.</p> <p>Nationality and residence.</p> <p>Payment arrangements and source of finance/funds.</p>	<p>Directly from the individual or provided by a client contact (e.g. about a family member or associate).</p> <p>Information is also obtained from third party sources:</p> <ul style="list-style-type: none"> <li>• Public registers of company directors and shareholdings</li> <li>• Credit reference agencies</li> <li>• Regulatory bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation</li> <li>• Prevention or detection of crime</li> </ul>

Purpose	Personal information	Source of data	Legal basis for use
		<ul style="list-style-type: none"> <li>• Government departments and agencies</li> <li>• Verification service providers</li> <li>• Searches of publicly available information</li> </ul>	
<b>The provision of legal services and related administration</b>	<p>Contact information (as above).</p> <p>Meetings and calls attended.</p> <p>Involvement in other matters handled by the firm (for conflicts checks).</p> <p>Shareholdings and insider dealing.</p> <p>Interactions with regulatory bodies.</p> <p>Health and sex life/sexual orientation if relevant to a pro bono case.</p>	<p>Directly from the individual or provided by a client or other contact.</p> <p>Generated by the firm during the client relationship.</p>	<ul style="list-style-type: none"> <li>• Necessary for contract</li> <li>• Business need (to establish, exercise or defend legal rights)</li> <li>• Legal obligation (insider dealing)</li> <li>• Prevention or detection of crime</li> </ul>
<b>Monitoring for health &amp; safety and security purposes</b>	<p>Location, time, and date of entry to and exit from our premises.</p> <p>Video images while on our premises.</p> <p>Emails sent to or received by the firm's systems.</p> <p>Recordings of telephone conversations.</p> <p>Contents of voice messages that are converted to text.</p>	<p>Security and access systems controlled by the firm or third party managing our premises.</p> <p>Emails sent by the individual to the firm and related information generated by the firm's systems.</p> <p>Telephone calls made to or from the firm.</p>	<ul style="list-style-type: none"> <li>• Necessary for contract</li> <li>• Legal obligation (health, safety and security)</li> <li>• Prevention or detection of crime</li> </ul>
<b>Business Development and Client Entertainment</b>	<p>Contact information (as above).</p> <p>Dietary requirements.</p> <p>Health and/or disability information.</p> <p>Newsletters, alerts, publications, and blogs signed up for.</p> <p>Brochures, press releases, and other material sent by the firm.</p> <p>Events, seminars, talks, and briefings attended or invited to.</p> <p>Use of the firm's website and other resources.</p>	<p>Directly from the individual or provided by a client or other contact.</p>	<ul style="list-style-type: none"> <li>• Business need (the development and promotion of legal and related services; client entertainment)</li> <li>• Legal obligation (health and safety; disability discrimination)</li> </ul>