

| Use of your Personal Data | Our reason/justification for processing | Legitimate Business Interest |
|---|---|--|
| Opening, progressing, closing, archiving and storing a matter/case file | <ul style="list-style-type: none"> • Contract • Legitimate Interest • Legal Obligation | <p>Fulfilling your instructions (the retainer)</p> <p>Complying with regulations and the law</p> |
| Direct marketing to you | <ul style="list-style-type: none"> • Legitimate Interest | <p>Keeping our records up-to-date, working out which of our products and services may interest you and telling you about them</p> <p>Providing information on changes in the law and inviting you to contact us for advice</p> |
| <ul style="list-style-type: none"> • To make and manage client payments. • To manage fees, charges and interest due to clients • To collect and recover money that is owed to us. | <ul style="list-style-type: none"> • Contract • Legitimate Interest • Legal Obligation | <p>Keeping accounts systems up-to-date</p> <p>Complying with SRA Accounts Rules and other regulations</p> <p>Effective and efficient management of a sustainable business</p> |
| <p>To detect, investigate, report, and seek to prevent financial crime.</p> <ul style="list-style-type: none"> • To manage risk for us and our customers. • To comply with laws and regulations that apply to us. • To respond to complaints and seek to resolve them. | <ul style="list-style-type: none"> • Contract • Legitimate Interest • Legal Obligation | <p>Developing and improving how we deal with financial crime including suspected money laundering as well as complying with our legal obligations in this respect</p> <p>Complying with regulations that apply to us.</p> <p>Being efficient about how we fulfil our legal and contractual duties.</p> |
| To run our business in an efficient and proper way. This includes managing our financial stability, business capability, planning, communications, corporate governance, and audit. | <ul style="list-style-type: none"> • Legitimate Interest • Legal Obligation | <p>Complying with the SRA Accounts Rules and Code of</p> <p>Conduct and other regulations that apply to us</p> <p>Being effective and efficient about how we run our business</p> <p>To allow external consultants, advisers and auditors to inspect files</p> |