

**Schedule 3**  
**Data about directors, shareholders consultants, employees or other personnel of Clients**

	What Members collect	Source	Purpose	Legal basis	Recipients
<b>Contact information</b>	Contact addresses	Individual himself or herself	For contacting individuals where the relevant Member needs to do so as part of any Client work	The relevant Member's legitimate interests in performing its instructions and in marketing its services	The Client Chambers Other professional advisers of the Client
	Landline/mobile phone or fax numbers	The client (who will be an entity or another individual with whom the individual has a connection, such as employee, contractor)	For marketing the relevant Member's services, in person, or via communications	The legitimate interest of the Client in performing its instructions	Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter
	Email addresses	Other professional advisers	For communications in relation to establishing a client relationship, obtaining evidence of identity of the Client, and communications regarding the relevant Member's services and fees	Compliance with a legal obligation	Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of the matter
	Previous addresses	Other parties involved in matter	For use in order to fulfil the Client's instructions		UK regulatory and law enforcement bodies, where required of the relevant Member under UK law or regulation  Our service providers (such as data storage, typing, administrative support and audit)

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				Compilers of legal directories (where you have agreed to be a referee)
<b>Employment information</b>	Position/Title Employment history Professional specialisms Qualifications	Individual himself or herself The Client Other professional advisers Other parties involved in matter	For use in order to fulfil the Client's instructions For communications in relation to establishing a client relationship, obtaining evidence of identity of the Client, and communications regarding the Member's services and fees For marketing the relevant Member's services, in person, or via communications	The relevant Member's legitimate interests in performing its instructions and in marketing its services Compliance with a legal obligation The Client Chambers Other professional advisers of the Client Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of the matter UK regulatory and law enforcement bodies, where required of the relevant Member under UK law or regulation Our service providers (such as data storage, typing, administrative support and audit)

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<b>Interests</b>	Professional and personal interests	Individual himself or herself  Other parties involved in matter	For use in order to fulfil the Client's instructions  For marketing the relevant Member's services, in person, or via communications	The relevant Member's legitimate interests in performing its instructions  The legitimate interest of the Client in performing its instructions.  The relevant Member's legitimate interests in marketing its services	The Client Chambers Other professional advisers of the Client Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of the matter Our service providers (such as data storage, typing, administrative support and audit)
<b>Financial information</b>	Bank details Transaction history	Individual himself or herself The Client Other professional advisers Other parties involved in matter	Captured when we receive or make a payment to/from an individual, or make payments on behalf of an individual and retained as evidence of the transactions	Compliance with a legal obligation  The relevant Member's legitimate interests in performing its instructions and establishing the	The Client Chambers Other professional advisers of the Client Our bank Other parties and/or their professional advisers involved in a matter where required as

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	Third party information sources, such as credit reference databases		Client's ability to pay the costs of a matter	<p>part of the conduct of the matter</p> <p>Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of the matter</p> <p>UK regulatory and law enforcement bodies, where required of the relevant Member under UK law or regulation</p> <p>Our service providers (such as data storage, typing, administrative support and audit)</p>
<b>ID document information</b>	Information contained in or provided to us as part of the Client ID checks. This includes details included in copy personal photo and residential ID documents we receive.	<p>Individual himself or herself</p> <p>The Client</p> <p>Other professional advisers</p>	<p>For communications in relation to establishing a client relationship, obtaining evidence of identity of the Client, and communications regarding the relevant Member's services and fees</p>	<p>Compliance with a legal obligation</p> <p>Consent</p> <p>UK regulatory and law enforcement bodies, where required of the relevant Member under UK law or regulation</p> <p>With the consent of the individual, the relevant Member will provide copies of documents to other organisations who wish to verify the identity of the individual</p>

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<b>Other</b>	<p>Other information which is relevant to our services and which is supplied to us or obtained by us in order to fulfil our instructions from the Client. The nature of the information will depend upon the matter concerned but may include:</p> <p>Copies of correspondence, messages and documents written by or to the individual.</p> <p>Information about health (for example in the context of medical treatment or employment disputes or private wealth planning)</p> <p>Information about the individual's sex life (for example in the context of matrimonial matters)</p> <p>Information about trade union membership in the context of employment matters</p> <p>Information about criminal convictions, where these are pertinent to a matrimonial, immigration or litigation matter or where the</p>	<p>Individual himself or herself</p> <p>The Client</p> <p>Other professional advisers</p> <p>Other parties involved in matter</p> <p>Third party information sources, such as credit reference databases</p>	<p>For use in order to fulfil the Client's instructions</p>	<p>The relevant Member's legitimate interests in performing its instructions and in marketing its services</p> <p>The legitimate interest of the Client in performing its instructions.</p> <p>Compliance with a legal obligation</p>	<p>The Client</p> <p>Chambers</p> <p>Other professional advisers of the Client</p> <p>Other parties and/or their professional advisers involved in a matter where required as part of the conduct of the matter</p> <p>Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of the matter</p> <p>UK regulatory and law enforcement bodies, where required of the relevant Member under UK law or regulation</p> <p>Our service providers (such as data storage, typing, administrative support and audit)</p> <p>Members may disclose personal data to pupils/mini pupils, however mini pupils should not be given access to</p>

**What Members collect**

**Source**

**Purpose**

**Legal basis**

**Recipients**

information is provided for the relevant Member to assist Client in complying with disclosure obligations

any files which contain special categories of data.