



SUPPLIERS, SERVICE PROVIDERS, AND THEIR PERSONNEL

We instruct third parties from time to time to assist us in providing our legal services, for example local counsel, barristers, translators or stenographers. We also use service providers for more general services, such as IT support or the provision of facilities services in our offices. We process the personal data of individuals involved in negotiating or providing such services. This personal data may include some or all of the following, depending on the type of service and the circumstances in question.

Types of data	Sources
<p>Identity</p> <p>First name, last name, title, company name (if applicable), and in some cases photographic and residential identification documents.</p>	<p>The organisation for which you work.</p> <p>Directly from you.</p> <p>Our client.</p> <p>Other professional advisors.</p> <p>Other parties involved in a client matter.</p>
<p>Contact</p> <p>Home and work addresses as appropriate, telephone and fax numbers, email addresses and any other appropriate contact details in the circumstances in question.</p>	<p>The organisation for which you work.</p> <p>Directly from you.</p> <p>Our client.</p> <p>Other suppliers or parties involved in a client matter.</p> <p>Public sources, such as information available from searching the internet or on business networking sites.</p>
<p>Employment</p> <p>Organisation name, position/title, employment history, professional specialism and qualifications.</p> <p>In certain circumstances, we may collect details of your salary or training records.</p>	<p>The organisation for which you work.</p> <p>Directly from you.</p> <p>Other suppliers or parties involved in a client matter.</p> <p>Public sources, such as information available from searching the internet or on business networking sites.</p>
<p>Service history</p> <p>Details about services and products we have requested from you, or which you have provided to us.</p>	<p>Directly from you.</p> <p>The organisation for which you work.</p>
<p>Interests and engagement with the firm</p> <p>Professional and personal interests, requests made in the past, interaction and engagement with the firm e.g. attendance at events.</p>	<p>Directly from you.</p> <p>The organisation for which you work.</p> <p>Public sources, such as information available from searching the internet or on business networking sites.</p> <p>Other parties involved in a client matter</p>

<p>Financial</p> <p>In limited circumstances, or where a supplier is a sole trader or unlimited liability partnership, bank details and transaction history.</p>	<p>Directly from you.</p> <p>The organisation for which you work.</p> <p>Our client or other parties involved in a client matter.</p>
<p>Movement</p> <p>If you work on HFW's premises for extended periods, we may record your entry and exit to and from the premises, and your movements throughout the premises.</p>	<p>Your use of an access card.</p>
<p>Other Information</p> <p>Information we receive during the course of your provision of services to us.</p>	<p>The organisation for which you work.</p> <p>Directly from you.</p> <p>Other suppliers or service providers.</p> <p>Our client or other parties involved in a client matter.</p> <p>Public sources, such as information available from searching the internet or on business networking sites.</p>

How do we use your personal data and on what lawful bases?

We do not process 'special category' personal data or criminal records data as a matter of course, but where we may receive such data we have included our lawful grounds for processing it.

Purpose	Type of data	Lawful basis for processing	Who we share it with
<p>To assess your suitability, or your organisation's suitability, to provide the services we require.</p>	<p>(a) Identity. (b) Contact. (c) Employment (d) Financial (e) Service history (f) Other.</p>	<p>Necessary for our legitimate interest to appoint suppliers and service providers to help us to conduct a business which provides legal services.</p>	<p>The organisation for which you work. Our clients. Other suppliers and service providers. Other parties involved in a client matter.</p>
<p>To appoint you or your organisation to carry out services on our behalf or on behalf of our clients, to communicate with you throughout the provision of such services, and to ensure that such services are carried</p>	<p>(a) Identity. (b) Contact. (c) Employment (d) Financial (e) Service history (f) Movement. (g) Other.</p>	<p>Compliance with our legal obligations.</p> <p>Necessary for our legitimate interest to appoint suppliers and service providers to help us to conduct a business which provides legal services.</p> <p>Special category personal data/criminal records data:</p>	<p>The organisation for which you work. Our clients. Service providers engaged on the behalf of your organisation. Where required as part of the conduct of the matter, or instructed by our clients, third parties and/or their</p>

out to our satisfaction.		Your explicit consent.	<p>professional advisors.</p> <p>Government bodies (such as HMRC), Regulators, Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter.</p> <p>UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example to the Solicitors Regulation Authority or the National Crime Agency).</p>
To make payments to or receive payments from you or your organisation.	<p>(a) Contact.</p> <p>(b) Financial.</p>	Necessary for our legitimate interests to appoint service providers to help us to conduct a business which provides legal services.	<p>Our bank.</p> <p>Other service providers such as credit check agencies, counsel, local lawyers and debt collectors.</p> <p>Our clients.</p>
To update our records, to process for audit and insurance purposes, and to administer claims on our own behalf.	<p>(a) Identity.</p> <p>(b) Contact.</p> <p>(c) Employment.</p> <p>(d) Marketing and Communications.</p> <p>(e) Interests and Engagement.</p> <p>(f) Financial.</p> <p>(g) Service.</p> <p>(h) Other.</p>	<p>Necessary for our legitimate interests to conduct a business which provides legal advice to our clients and to handle cases on behalf of our clients or on our own behalf.</p> <p>Special category personal data/criminal records data:</p> <p>(a) Necessary for the purpose of or in connection with legal proceedings, legal advice.</p> <p>(b) Establishing/exercising or defending legal claims.</p> <p>(c) Necessary for the substantial public interest of exercising a right or complying with an obligation arising in connection with an insurance contract.</p>	<p>The organisation for which you work.</p> <p>Our professional advisors.</p> <p>Government bodies (such as HMRC), Regulators, Courts, tribunals, local authorities, the Land Registry, where required as part of the conduct of the matter.</p> <p>UK regulatory and law enforcement bodies, where required of us under UK law or regulation (for example to the Solicitors Regulation Authority or the National Crime Agency).</p>
To provide you or your organisation with references and recommendations.	<p>(a) Identity.</p> <p>(b) Contact.</p> <p>(c) Employment.</p> <p>(d) Financial.</p> <p>(e) Service history.</p>	Necessary for your legitimate interests, or the legitimate interests of your organisation, to conduct a business.	<p>Our business contacts.</p> <p>Our clients.</p> <p>Compilers of legal or other professional directories.</p>

	(f) Other.		
To enable us to operate effective office facilities, including ensuring adequate security measures are in place.	(a) Identity. (b) Contact. (c) Employment. (d) Other.	Necessary for our legitimate interests to conduct a legal business by ensuring that our offices have effective administrative and security facilities in place.	Service providers employed in connection with office facilities, including security providers and postal service providers.

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