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## Introduction

Browne Jacobson is committed to protecting and respecting your privacy. This privacy notice is designed to provide information about our practices concerning the collection, use and disclosure of your personal information in the course of providing legal, advisory and/or consultancy services, carrying out marketing and recruitment activities. This privacy notice sets out how we use and

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- people whose details we process in connection with our marketing activities.

## What personal information do we collect?

Personal data, or personal information, means any information about an individual from which that person can be identified.

In the course of our business, we will need to collect and process various types of personal information for various purposes. Given the nature of our business and the services we provide, it is impractical to list all the categories of personal information that may be collected and processed. We will however only process and collect personal information where we have a lawful basis to do so.

We most commonly collect and process the following kinds of personal data about you:

- contact information for individuals (such as full name, job title, organisation, date of birth, address, email address and telephone number). We may collect additional information to enable the identity of individuals to be verified
- financial information, including your bank account and payment card details
- employment records, including professional membership/registration, SRA checks, references, proof of eligibility to work, security checks, photos
- recruitment information, including CVs, interview notes and assessment material
- information regarding an individual's legal requirements and personal or professional situation
- information about individuals employed by or associated with our clients, advisers or the organisations involved in a matter on which we are instructed
- medical records and health information as necessary for the provision of our services where the services we provide involve or relate to medical matters
- information obtained as a result of investigations carried out in relation to individuals which may involve surveillance conducted by third parties and/or by researching online activity, and accessing various subscription databases and open-source platforms where the services we provide relate to suspected crime including regulatory or disciplinary offences involving dishonesty
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# How do we use your personal information?

## Lawful basis on which we will use your personal data

We will only use your personal information when the law allows us to do so, i.e., where we have a lawful basis for processing. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract, we are about to enter into or have entered into with you or take any steps you ask us to before entering into a contract with you.
- Where it is necessary to do so in order to comply with any legal obligations we have, such as under money laundering laws.
- On the basis of consent:
  - Where we rely on your consent for processing this will be brought to your attention when the information is collected from you.
  - You have the right to withdraw consent at any time, see the **Your Rights** section below for further information about how you may withdraw your consent.
  - We do not rely on or require your consent for the majority of our processing.
- Where the processing is necessary for our legitimate interests in:
  - providing legal, advisory and/or consultancy services
  - ensuring regulatory compliance and maintaining accreditations
  - providing our clients with the best service
  - promoting our services
  - receiving feedback; and
  - improving our services and identifying ways to grow our business.

capacity. We may however process special categories of data with your explicit consent (for example for the purpose of providing legal advice), where it is necessary to protect your vital interests (for example in the event of an emergency where you are attending our offices) or where the data has been manifestly made public by you.

### **Criminal convictions and offences data**

In some cases, we need to process information about criminal convictions or offences where they are relevant to the legal advice being sought. For example, our Employment law team regularly advises clients on misconduct matters involving criminal offences and offences and convictions data may be processed in the course of litigation matters. We process this data on the basis that it is necessary for legal proceedings, obtaining legal advice or is otherwise necessary for the purpose of establishing, exercising, or defending legal claims.

### **Purposes for which we use your personal data**

We may process your information for the following purposes:

#### **Legal, advisory and/or consultancy services**

Where we receive personal data in connection with the provision of legal, advisory and/or consultancy services, we process that data for the purposes of the provision of those services. This includes:

(a) Providing legal and related services, such as:

- managing court or other legal proceedings (including legal claims, criminal actions, inquests, tribunals, arbitrations, mediations, investigations and regulatory actions);
- providing legal advice
- providing consultancy services
- providing claims handling services
- providing wills and probate services including contacting beneficiaries
- advising on and negotiating legal contracts and transactions; and
- managing and running checks on insurance fraud, subscription and Intercept databases and processing and sharing information with our clients and other appropriate organisations for the purpose of preventing, detecting, or prosecuting criminal activity including cyber-enabled fraud and data theft, financial crime and insurance fraud.

When we hold and use personal information in the course of providing legal, advisory and/or consultancy services to a client, that client is also entitled to access that personal information. They may in turn use that information in accordance with their own privacy notice or equivalent.

(b) Complying with our legal obligations or making disclosures to government, regulatory or other public bodies where in our reasonable opinion the disclosure is appropriate and permitted by law. This includes:



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- manage any changes to your marketing preferences or comply with any unsubscribe requests; and
  - monitor our website usage and improve our services, please see our [Cookie Notice](#) below for further information on how we use cookies to do this.

### **Recruitment**

We process personal information in connection with our recruitment practices for the following purposes:

- recruiting new employees, consultants and partners
- verifying immigration status and/or eligibility to work
- undertaking pre-employment checks; and
- obtaining references.

### **Research**

We may process your personal information in connection with research projects. Where we do so, we will only process information that is necessary for the purposes of the research.

## **Who might we share your information with?**

For the purposes set out in the '[How we use your personal information](#)' section above, we may share your personal information with the following categories of third parties, some of whom we appoint to provide services, including:

- our clients, as part of the provision of legal services to them
- professional advisors, suppliers, and sub-contractors in the course of the provision of legal or other services or in the performance of any contract we enter into with you. This will depend on the legal work we are instructed to carry out but includes parties such as other law firms, barristers, expert witnesses, investigators, courts, registries and regulators
- Browne Jacobson associated companies such as Mowbray Trustees Limited which provides trustee services
- Other companies within the business
- third parties who have a right to access information through legal disclosure rules as part of litigation
- event venues, webinar hosts and training providers to provide you with access to our events and training
- providers of business support services including technology, banking, insurance, litigation support and security
- analytics and search engine providers that assist us in the improvement and optimisation of our site

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- providers of business development and marketing support services
  - universities and other research partners
  - survey or quality assurance providers in order to receive feedback and improve our services.

Additionally, we will disclose your personal information to the relevant third party:

- in the event that we sell or buy any business or assets, in which case we will disclose your personal data where relevant to the prospective seller or buyer of such business or assets
- if we are acquired by a third party, in which case personal data about you held by us will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and oWfermsona]TJ2BT/F1 1et







