

## Hamblins Clients

Types of personal data	Collection	Purpose	Disclosure	Retention Period
<p>Information such as:</p> <ul style="list-style-type: none"> <li>• your name;</li> <li>• your postal and email address;</li> <li>• your phone number(s);</li> <li>• personal identification documentation (e.g. passport or utility bill);</li> <li>• financial information (e.g. bank details);</li> <li>• technical information (eg. IP address, details of visits made to our online services such as traffic received, logs, online registration details and login credentials);</li> <li>• any other information relating to you which you may provide to us; and</li> <li>• information regarding your job and business.</li> </ul> <p>We may also process <b>sensitive personal data</b> such as</p> <ul style="list-style-type: none"> <li>• credit history;</li> <li>• health details;</li> <li>• racial origin;</li> <li>• religious and political beliefs; and information about offences/ alleged offences.</li> </ul>	<p>Your <b>personal data</b> will be collected from various sources including:</p> <ul style="list-style-type: none"> <li>• when you contact us via email, telephone or in person;</li> <li>• provide us with information as part of our client on boarding process;</li> <li>• upload information to our digital systems such a via our website or a data room;</li> <li>• notes and records kept for the duration of your engagement with us as <b>a Client</b> (including details of any instructions, complaints and meetings with us regarding our relationship and your engagement as a <b>Client</b>);</li> <li>• CCTV while on our premises; and</li> <li>• publicly available records and sources.</li> </ul>	<p>Your <b>personal data</b> will be used for the following <b>purposes</b>:</p> <ul style="list-style-type: none"> <li>• delivering and improving the services we provide to you;</li> <li>• internal administration management purposes;</li> <li>• fulfilling our contractual obligations;</li> <li>• undertaking services and fulfilling our professional during;</li> <li>• fulfilling our legal obligations; and</li> <li>• where you have given us your clear, unambiguous consent to do so, your personal data may be used to contact you about and provide you with: <ul style="list-style-type: none"> <li>○ communications and/or marketing material for which you have specifically subscribed; and/or</li> <li>○ to contact you about, and provide you with, the communications we think are relevant to your interests and business.</li> </ul> </li> </ul>	<p>Your <b>personal data</b> may be transferred to:</p> <ul style="list-style-type: none"> <li>• our <b>third party</b> service providers who support the operation of our business;</li> <li>• other parties involved in the transaction or matter, for the purposes of fulfilling our contractual obligations;</li> <li>• other <b>third parties</b> such as our professional advisers and government departments; and</li> <li>• where you have given us your clear, unambiguous <b>consent</b> to do so, we may pass your <b>personal data</b> to selected <b>third parties</b> to provide you with information about services we feel may interest you.</li> </ul> <p>We shall only transfer personal data to <b>third parties</b> which is limited to the relevant <b>purpose</b> and is adequately protected.</p>	<p>Please refer to our <b>Retention Policy</b>.</p> <p>We will ensure we keep all personal data up to date and shall archive and then permanently delete any <b>personal data</b> which is not necessary for the <b>purpose</b>.</p>