

## Adams & Remers Data Protection Overview

Transaction Type	Retention Period	Personal information usually required for this transaction	Why Adams & Remers hold this data	Who we receive information from	Where we store your information	Who we share some or all of your information with (3rd Party Processors)	Lawful basis for holding this information	Ability to have data removed from our systems
<b><u>MONEY LAUNDERING:</u></b>								
<b>Money Laundering Regulations</b>	5 years from the date relationship ends	Name	To verify identity and comply with Money Laundering regulations	Client	Password protected computer system and mobile devices	IT Software Providers	Legal Obligation	No
		Address			Paper files kept securely in offices	Search Providers		
		Date of Birth			Email and email back-up system	Archive Storage Provider		
		Photo ID, ie Passport, Drivers Licence etc			Archive store following completion of matter			
		Address ID, ie Utility Bill, Bank Statement etc						
		Bank details						
		Grant of Probate						
		Company details						
		National Insurance Number						
<b><u>RESIDENTIAL PROPERTY:</u></b>								
<b>Sale</b>	6 years from completion of last instruction	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
<b>Purchase</b>	12 years from completion of last instruction	Address		Lender	Paper files kept securely in offices	Search Providers		
<b>Re-mortgage</b>		Date of Birth		Agent	Email and email back-up system	Regulatory Bodies		
<b>Transfer</b>		Telephone number			Archive store following completion of matter	Other solicitors		
<b>Equity release</b>		Email address				Agents		
		NI number				Lenders		
		Bank account details				Banks & financial institutions		
		Mortgage details				Archive storage provider		
		Offer/redemption statements						
		Marriage certificate						

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<b>COMMERCIAL PROPERTY:</b>								
<b>Sale</b>	6 years from completion of last instruction	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
<b>Purchase</b>		Address		Solicitor acting for the other side	Paper files kept securely in offices	Search Providers		
<b>Refinance</b>		Date of Birth		Agent	Email and email back-up system	Regulatory Bodies		
<b>Transfers</b>		Telephone number		Lender	Archive store following completion of matter	Other solicitors		
<b>Lease</b>		Email address				Agents		
<b>Agreements</b>		NI number				Banks and financial institutions		
<b>Licences</b>		Bank account details				Archive storage provider		
		Financial information						
		Grants of Probate						
		Company details						
		Birth and death certificates						
		Marriage certificates						
		Resident names/next of kin/medical information Staff information						

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<b>CORPORATE &amp; COMMERCIAL:</b>								
<b>Mergers and acquisitions</b>	6 years from completion of last instruction	Name	To allow completion of the transaction	Clients	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
<b>Contractual advice</b>		Address		Instructing director of client company	Paper files kept securely in offices	Search Providers		
<b>Company shareholders, LLP &amp; Partnership and Joint Ventures</b>		Date of Birth		Solicitor acting for the other side	Email and email back-up system	Regulatory Bodies		
<b>Company Advice</b>		Telephone number		Other parties to the transaction	Archive store following completion of matter	Legal Experts		
<b>Company Incentives</b>		Email address		Referrers		Agents		
<b>Company Investments</b>		NI number		Third parties such as company HR or health providers		Banks and financial institutions		
<b>Employment</b>		HR Reports				Trade Mark Agents		
<b>Company Terms and Conditions</b>		Shareholding				Accountants		
<b>Company Website</b>		Financial information				Employment Tribunals		
<b>Intellectual Property Licensing</b>		Employment details				Archive storage provider		
<b>Websites</b>		IP address						
<b>Incorporation</b>	6 years from completion of last instruction	As above, plus:						
		Staff salaries and Job Titles						
		Town of birth						
		Eye colour						
		Father's first name						
		Mother's maiden name						
		Passport number						
<b>Employment, including: Contracts of employment Settlement Agreements HR Information</b>	6 years from completion of last instruction	As above, plus:						
		Name						
		Address						
		Date of Birth						
		Telephone number						
		Email address						
		NI number						
		HR Reports						
		Company details						
		Medical records						
		Religion						
		Sexual orientation						
		Marital status						

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<b>PRIVATE CLIENT:</b>								
Personal Tax	12 years from completion of last instruction	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
Declaration of Trust	Indefinitely	Address	For the long term benefit of clients	Third parties	Paper files kept securely in offices	Search Providers		
Deed of Variation		Date of Birth	Future reference if queries/disputes arise	Family Members	Email and email back-up system	Regulatory Bodies		
Lasting Powers of Attorney		Telephone number		Attorneys	Archive store following completion of last instruction	Legal Experts		
EPA Registration		Email address		Executors for the deceased		Agents		
Probate		NI number		Beneficiaries		Bank/financial institutions		
General Affairs		Mortgage details		Trustees		Credit Agencies		
Trust Admin		Liability details				Obituaries		
Charities		Financial Information				Genealogists		
Trust Formation		Asset details				Utility companies		
Court of Protection		Pension details				Residuary Beneficiaries		
Wills		Passport number				Archive storage provider		
Estate Planning		Driving Licence number						

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#### **LITIGATION:**

Property Disputes	12 years from completion of last instruction	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
Personal	6 years from completion of last instruction	Address		Opponent	Paper files kept securely in offices	Search Providers		
IP/IT		Date of Birth		Counsel	Email and email back-up system	Regulatory Bodies		
Environmental Health and Safety		Telephone number		Witnesses	Archive store following completion of matter	Legal Experts		
Consumer		Email address		Agents		Agents		
Defamation		Bank account details		Attorneys		Witnesses		
Deputyship		Qualifications		deputies		Archive storage provider		
Attorney Disputes (CoP)		Employment details		Experts				
Lifetime Transaction Disputes		Financial information		Relatives of Client				
Personal Injury Dispute				Referrer				
Public law/Judicial Review				Court Staff				
Trusts/Probate Dispute				Third party searches/search providers				
RTA Matters								
Debt Collection								

#### **MARKETING:**

To provide legal updates	Data retained until subject requests for it be removed	Name	To provide legal updates	Clients	Password protected computer system and mobile devices	IT Software Providers	Consent	Yes
To invite to events		Address	To invite to events	Industry partners	Email and email back-up system	Website Provider		
To send relevant information via e-newsletter		Date of Birth	To send relevant information via e-newsletter	Corporate contacts		Analytic Providers		
To act as referee for Legal Directories		Telephone number	To act as referee for Legal Directories	Google Analytics		Legal Directories		
Website Enquiries	6 months	Email address	To respond to Enquiries made through our website portal	Website management company				
Cookies	26 months (Google Analytics Controls)	IP address						
		Company name and job title (corporate only)						