

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
MONEY LAUNDERING:								
Money Laundering Regulations	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 Paper files kept securely in offices Email and email back-up system Archive store following completion of matter	IT Software Providers Search Providers Archive Storage Provider	Legal Obligation	No
		Address						
		Date of Birth						
		Photo ID, ie Passport, Drivers Licence etc Address ID, ie Utility Bill, Bank Statement etc						
		Bank details Grant of Probate Company details National Insurance Number						
RESIDENTIAL PROPERTY:								
Sale	6 years from completion of last instruction	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices Paper files kept securely in offices Email and email back-up system Archive store following completion of matter	IT Software Providers Search Providers	Contract	Yes
Purchase		Address						
Re-mortgage	12 years from completion of last instruction	Date of Birth		Agent		Regulatory Bodies		
Transfer		Telephone number						
Equity release		Email address NI number Bank account details						
		Mortgage details Offer/redemption statements Marriage certificate						

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COMMERCIAL PROPERTY:								
Sale	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
Purchase		Address		Solicitor acting for the other side	Paper files kept securely in offices	Search Providers		
Refinance		Date of Birth		Agent	Email and email back-up system	Regulatory Bodies		
Transfers		Telephone number		Lender	Archive store following completion of matter	Other solicitors		
Lease Agreements		Email address				Agents		
		NI number				Banks and financial institutions		
Licences		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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CORPORATE & COMMERCIAL:								
Mergers and acquisitions	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
Contractual advice		Address		Instructing director of client company Solicitor acting for the other side	Paper files kept securely in offices	Search Providers		
Company shareholders, LLP & Partnership and Joint Ventures		Date of Birth			Email and email back-up system	Regulatory Bodies		
Company Advice		Telephone number		Other parties to the transaction	Archive store following completion of matter	Legal Experts		
Company Incentives		Email address		Referrers		Agents		
Company Investments		NI number		Third parties such as company HR or health providers		Banks and financial institutions		
Employment		HR Reports				Trade Mark Agents		
Company Terms and Conditions	Shareholding				Accountants			
Company Website	Financial information				Employment Tribunals			
Intellectual Property	Employment details				Archive storage provider			
Licensing	IP address							
Websites								
Incorporation	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						
Employment, including:	6 years from completion of last instruction	As above, plus:						
Contracts of employment		Name						
Settlement Agreements		Address						
HR Information		Date of Birth						
		Telephone number						
		Email address						
		NI number						
		HR Reports						
		Company details						
		Medical records						
		Religion						
	Sexual orientation							
	Marital status							

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PRIVATE CLIENT:								
Personal Tax	12 years from completion of last instruction Indefinitely	Name	To allow completion of the transaction	Client	Password protected computer system and mobile devices	IT Software Providers	Contract	Yes
Declaration of Trust		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 and Legitimate Interest	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	6 months	Telephone number	To act as referee for Legal Directories	Google Analytics		Legal Directories		
Website Enquiries		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)						