

# CAINS

## How we use your personal data.

Purpose of processing.	Data processed.	Lawful basis.
<p>Provision of professional advice and related services, including:</p> <ul style="list-style-type: none"> <li>- Checking for conflicts of interest prior to entering into an engagement;</li> <li>- Carrying out screening and due diligence checks on clients and other parties to a transaction;</li> <li>- Accepting new clients or opening new matters for existing clients;</li> <li>- Communicating with our actual and prospective clients, their employees and representatives;</li> <li>- Delivering client services and managing our relationship with you;</li> <li>- Managing payments, fees and charges, including verifying the source of funds;</li> <li>- Interacting with regulatory, governmental or other authorities; and</li> <li>- Responding to requests, enquiries or complaints.</li> </ul>	Contact data Biographical data Identity data Billing data Services data Special categories*	Performance of a contract Legal or regulatory obligation Legitimate interests: <ul style="list-style-type: none"> <li>- ensuring we are aware of any conflicts of interest that might arise;</li> <li>- ensuring that we conduct our business in accordance with all applicable laws and regulations (including anti-money laundering legislation);</li> <li>- providing services and advice to clients;</li> <li>- maintaining our accounts and securing payment for our services; and</li> <li>- internal record-keeping.</li> </ul>
<p>Managing and developing our business relationships:</p> <ul style="list-style-type: none"> <li>- Promoting our services and providing you with relevant news and information including thought leadership emails and newsletters, where it is appropriate and relevant to our business relationship with you;</li> <li>- Inviting you to events that may be of interest to you;</li> <li>- Operating suppression lists to ensure you do not receive communications from us if you have chosen to opt out;</li> <li>- Using analytics to improve our website and user experience;</li> <li>- Requesting feedback, for example on our client services.</li> </ul>	Contact data Biographical data Services data Marketing and communications data Website usage data Technical data	Legitimate interests: <ul style="list-style-type: none"> <li>- Promoting and improving our client services and website; and</li> <li>- Identifying ways to improve and grow our business.</li> </ul> <p>Consent, where you have opted-in to our mailing lists via our website.</p> <p>In either case, you are able to opt out from receiving communications from us at any time by emailing <a href="mailto:marketing@cains.com">marketing@cains.com</a>.</p>

<b>Purpose of processing.</b>	<b>Data processed.</b>	<b>Lawful basis.</b>
Interacting with suppliers and service providers, including: <ul style="list-style-type: none"><li>- Tender process for new suppliers or service providers;</li><li>- Managing our supply chain;</li><li>- Communicating with suppliers and service providers; and</li><li>- Managing payments for services provided to us.</li></ul>	Contact data Biographical data Billing data Services data	Performance of a contract Legal or regulatory obligation Legitimate interests: <ul style="list-style-type: none"><li>- Ensuring we obtain multiple quotes for supplies and services to satisfy internal corporate governance.</li></ul>
Ensuring that we have appropriate security in place for our systems, website and premises, and preventing crime: <ul style="list-style-type: none"><li>- Managing access to our systems, website and premises; and</li><li>- Performing maintenance, testing or development of our data and systems.</li></ul>	Contact data Biographical data Identity data Marketing data Website usage data Technical data	Legal or regulatory obligation Legitimate interests: <ul style="list-style-type: none"><li>- Ensuring the security of our business, systems and staff and protecting the confidentiality of our clients.</li></ul>
Reviewing and processing CVs and job applications: <ul style="list-style-type: none"><li>- Assessing your suitability for the role applied for.</li></ul>	Contact data Biographical data Identity data (for successful candidates) Special categories*	Performance of a contract Legitimate interests: <ul style="list-style-type: none"><li>- Recruiting new employees</li></ul>

\*: We will limit the collection of special categories of personal data to the minimum required. We collect special categories of personal data where:

- it is necessary for the establishment, exercise or defence of legal claims;
- you have given your explicit consent; or
- you have already made the personal data public.