

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

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

*: 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.