

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 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>

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Interacting with suppliers and service providers, including: <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. 	Contact data Billing data Services data	Performance of a contract Legal obligation Legitimate interests: <ul style="list-style-type: none"> - Ensuring we obtain multiple quotes for supplies and services to satisfy internal corporate governance.
Ensuring that we have appropriate security in place for our systems, website and premises, and preventing crime: <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. 	Contact data Identity data Marketing data Website usage data Technical data	Legal obligation Legitimate interests: <ul style="list-style-type: none"> - Ensuring the security of our business, systems and staff and protecting the confidentiality of our clients.
Reviewing and processing CVs and job applications: <ul style="list-style-type: none"> - Assessing candidates' suitability for the role applied for. 	Contact data Biographical data Identity data (for successful candidates) Special categories*	Performance of a contract Legal obligation (e.g. right to work checks for successful candidates) Legitimate interests: <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;
- it is necessary for the purposes of carrying out obligations and exercising rights in the field of employment law; or
- you have already made the personal data public.