

## Schedule 2: Data Processing Activity

Category of data subject	Type of personal data	Sensitive data?	Purpose of processing	Potential transfer to third parties	Lawful basis for processing	Grounds for processing sensitive personal data	Retention period
Authorised users	Name	N	Provision of services	As per general authorised list above, and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Authorised users	Business address	N	Provision of services	As per general authorised list above, and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Authorised users	Email address	N	Provision of services	As per general authorised list above, and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Authorised users	Phone number	N	Provision of services	As per general authorised list above, and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Client contacts	Name	N	LAWmail and info. of other relevant LAW services	Digital marketing company which manages our mailing lists	Performance of contract / legitimate interests	N/A	Indefinitely. Data is processed for the purpose of LAWmail / marketing until the data subject opts-out. Thereafter it is retained on a “do not contact” list.
Client contacts	Business address	N	LAWmail and info. of other relevant LAW services	Digital marketing company which manages our mailing lists	Performance of contract / legitimate interests	N/A	Indefinitely. Data is processed for the purpose of LAWmail / marketing until the data subject opts-out. Thereafter it is retained on a “do not contact” list.
Client contacts	Email address	N	LAWmail and info. of other relevant LAW services	Digital marketing company which manages our mailing lists	Performance of contract / legitimate interests	N/A	Indefinitely. Data is processed for the purpose of LAWmail / marketing until the data subject opts-out. Thereafter it is retained on a “do not contact” list.
Client contacts	Phone number	N	LAWmail and info. of other relevant LAW services	Digital marketing company which manages our mailing lists	Performance of contract / legitimate interests	N/A	Indefinitely. Data is processed for the purpose of LAWmail / marketing until the data subject opts-out. Thereafter it is retained on a “do not contact” list.
Clients' staff	Name	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Personal email address	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)

Clients' staff	Work email address	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Address	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Phone number	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Date of birth	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Gender	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about race	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about ethnicity	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about religious beliefs	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about sexual orientation	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about political affiliations	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Marital status	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)

Clients' staff	Next of kin / emergency contact	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	NI number	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Salary information	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Bank details	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Tax details	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Pension details	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Benefits information	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Driving license	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Right to work documents	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Sick leave details	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Performance details	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Qualifications	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Employment history / references	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)

Clients' staff	Information about disability	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Training / CPD records	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Professional memberships	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Disciplinary and grievance info.	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	CCTV	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Fingerprint entry records	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Information about use of IT systems	N	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	N/A	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Photographs	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Trade union membership	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Health records	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)
Clients' staff	Criminal convictions and offences	Y	Provision of services	As per general authorised list above and as explicitly provided for by client instructions	Performance of contract	Consent (to be obtained by client) / employment purposes / conduct of legal claims	Up to 10 years (per Law Society guidance re malpractice claims)