

Hamhins Clients

Types of personal data	Collection	Purpose	Disclosure	Retention Period
<p>Information such as:</p> <ul style="list-style-type: none"> • your name; • your postal and email address; • your phone number(s); • personal identification documentation (e.g. passport or utility bill); • financial information (e.g. bank details); • technical information (e.g. IP address, details of visits made to our online services such as traffic received, logs, online registration details and login credentials); • any other information relating to you which you may provide to us; and • information regarding your job and business. <p>We may also process sensitive personal data such as</p> <ul style="list-style-type: none"> • credit history; • health details; • racial origin; • religious and political beliefs; and • information about offences/ alleged offences. 	<p>Your personal data will be collected from various sources including:</p> <ul style="list-style-type: none"> • when you contact us via email, telephone or in person; • provide us with information as part of our client on boarding process; • upload information to our digital systems such as via our website or a data room; • notes and records kept for the duration of your engagement with us as a Client (including details of any instructions, complaints and meetings with us regarding our relationship and your engagement as a Client); • CCTV while on our premises; and • publicly available records and sources. 	<p>Your personal data will be used for the following purposes:</p> <ul style="list-style-type: none"> • delivering and improving the services we provide to you; • internal administration management purposes; • fulfilling our contractual obligations; • undertaking services and fulfilling our professional duty; • fulfilling our legal obligations; and • where you have given us your clear, unambiguous consent to do so, your personal data may be used to contact you about and provide you with: <ul style="list-style-type: none"> ○ communications and/or marketing material for which you have specifically subscribed; and/or ○ to contact you about, and provide you with, the communications we think are relevant to your interests and business. 	<p>Your personal data may be transferred to:</p> <ul style="list-style-type: none"> • our third party service providers who support the operation of our business; • other parties involved in the transaction or matter, for the purposes of fulfilling our contractual obligations; • other third parties such as our professional advisers and government departments; and • where you have given us your clear, unambiguous consent to do so, we may pass your personal data to selected third parties to provide you with information about services we feel may interest you. <p>We shall only transfer personal data to third parties which is limited to the relevant purpose and is adequately protected.</p>	<p>Please refer to our Retention Policy.</p> <p>We will ensure we keep all personal data up to date and shall archive and then permanently delete any personal data which is not necessary for the purpose.</p>