

Record of Data Processing of Hamilton Ross Solicitors

18 Anderson Street, Airdrie, ML6 0AA

Data Set	Purpose of processing (Legal basis)	Categories of data subjects	Categories of personal data	Categories of recipients of personal data	Time limits for erasure	How do we ensure information is updated	Description of technical and organisational measures to secure
Name, address and contact details of client.	Fulfilment of contract. Necessary to provide legal advice and representation (Article 6b).	Individual clients.	Two forms of identification i.e. current passport; current driving licence with signature and current address shown; utility invoice/account or bank or credit card statement, all of which must be less than three months old.	On electronic file and paper file. Solicitors and employees of the firm. Third parties when required i.e. The Scottish Legal Aid Board, Court appointed reporters etc.	In accordance with our firm's Data Retention Policy and in line with the Law Society of Scotland's guidance for the destruction of files depending on subject matter.	We will confirm contact details on receiving new instruction. We will update on electronic database and paper file.	Held in our client management filing system to which access is restricted to staff. Paper copies are destroyed securely.
Name, address and contact details of employees.	Fulfilment of contract. Necessary as part of the employment contract.	Employees.		Employer. The Law Society of Scotland.		Employees update employer as details if and when they change.	Held in our employee management filing system to which access is restricted to

							staff. Paper copies are destroyed securely.
National Insurance Number.	Fulfilment of contract. Only necessary for client's applying for legal aid, cases involving criminal injury compensation, compensation claims and Power of Attorneys and Guardianships.	Individual clients.	N/A	The Scottish Legal Aid Board, Criminal Injuries Compensation Authority, and HMRC.	In accordance with our firm's Data Retention Policy and in line with the Law Society of Scotland's guidance for the destruction of files depending on subject matter.	We will confirm contact details on receiving new instruction. We will update on electronic database and paper file.	Held in our client management filing system to which access is restricted to staff. Paper copies are destroyed securely.
Identification documentation for clients.	Legal Obligation. To ensure compliance with AML obligations under the Money Laundering, Terrorist Financing and	Individual clients.	Copy of one photographic ID i.e. Passport or driving licence and copy of proof of address i.e. utility bill.	Employees of the firm.	In accordance with our firm's Data Retention Policy and in line with the Law Society of Scotland's guidance	We will obtain up to date information upon opening a new matter for existing clients.	Held in our client management filing system to which access is restricted to staff. Paper copies are destroyed securely.

	Transfer of Funds (Information on the Payer) Regulations 2017 (Article 6c).				for the destruction of files depending on subject matter.		
Bank details for client.	Fulfilment of contract. Necessary for private clients to make payment for their legal advice and representation. Necessary to carry out financial transactions as part of the service.	Individual clients.	Banking information.	Firm's legal cashier.	In accordance with our firm's Data Retention Policy and in line with the Law Society of Scotland's guidance for the destruction of files depending on subject matter.	We will confirm contact details on receiving new instruction. We will update on electronic database and paper file.	Held in our client management filing system to which access is restricted to staff. Paper copies are destroyed securely.
Personal information about the client's life/marital status/health/criminal convictions etc and that of other parties involved, which could include information	Fulfilment of contract. Necessary to provide legal advice and representation (Article 6b and 9f).	Individual client. Non-clients i.e. client's former partners or children or other	Information about the legal issue about which advice is being sought.	Court department; solicitor for the other side; court expert witnesses and advisors;	In accordance with our firm's Data Retention Policy and in line with the Law	We will confirm case details upon receiving new instruction. We will	Held in our client management filing system to which access is restricted to staff. Paper

about former partners and children.		interested parties to the action i.e. witnesses.		court appointed reporters; party litigants; The Scottish Legal Aid Board.	Society of Scotland's guidance for the destruction of files depending on subject matter.	update on electronic database and paper file.	copies are destroyed securely.
Information about third parties.	Fulfilment of contract. Necessary to provide legal advice and representation (Article 6b) i.e. details about children involved in the dispute who are not clients in their own right.	Third parties.	Information regarding the legal issue about which advice is being sought.	Court department; solicitor for the other side; court expert witnesses and advisors; court appointed reporters; party litigants; The Scottish Legal Aid Board.	In accordance with our firm's Data Retention Policy and in line with the Law Society of Scotland's guidance for the destruction of files depending on subject matter.	We will confirm case details upon receiving new instruction. We will update on electronic database and paper file.	Held in our client management filing system to which access is restricted to staff. Paper copies are destroyed securely.