

ANNEX 1 – PERSONAL INFORMATION WE COLLECT

Category of personal information	How we use it	Legal basis for processing
<p>Contact details (name, business, email, phone number); employment information (job title, employer); account details (username and password)</p>	<ul style="list-style-type: none"> • Provision of services • Provision of customer support and to administer the Sites (including troubleshooting and resolving technical issues) • To communicate with you regarding changes to our policies, other terms and other administrative information such as reminders, technical notices, updates and security alerts 	<p>Performance of a contract (if applicable). Alternatively, if you are an employee of one of our customers, such processing is in our and your legitimate interests to ensure that your organisation is provided with the services it has purchased from us.</p> <p>Such processing is necessary for our legitimate interests, namely to ensure we are able to resolve any issues you have in accessing the Sites or using our services.</p> <p>Such processing is necessary for our legitimate interests, namely to ensure you are aware of any changes to our policies, terms and other such technical updates.</p>
<p>Contact details (name, email, phone number); employment information (job title, firm or chambers)</p>	<ul style="list-style-type: none"> • To provide you with information and materials that you request from us • Marketing and advertising 	<p>It is in our legitimate interests to respond to your queries and provide any information and materials requested in order to generate and develop business.</p> <p>Either consent (if required under applicable law) or our legitimate interests, namely marketing and advertising to our contacts and customers.</p>
<p>Opinions; contact details (name);</p>	<ul style="list-style-type: none"> • To publish testimonials on our Sites 	<p>Consent.</p>

<p>employment information (job title, firm or chambers)</p>	<p>to promote our service.</p>	
<p>Contact details (name, email, address); bank account details</p>	<ul style="list-style-type: none"> • To process purchases made on the Sites and, if applicable, ensure these are delivered to you 	<p>Performance of a contract.</p>
<p>Technical information (IP address, browser type, internet service provider, device identifier, your login information, time zone setting, browser plug-in types and versions, preferred language, activities, operating system and platform, and geographical location);</p> <p>Usage data (clickstream to, through and from the Site, pages you viewed and searched for, page response times, length of visits to certain pages, referral source/exit pages, page interaction information (such as scrolling, clicks and mouse-overs), date and time pages are accessed, and website navigation and search terms used)</p>	<ul style="list-style-type: none"> • Analytics • Improve the Site to ensure that content is presented in the most effective manner for you • Marketing and advertising • To ascertain your preferences 	<p>Consent.</p>