

Example of a record of data processing

Using the information from its audit, our high street law firm created a record of data processing as required by the GDPR.

Record of Data Processing of High Street Law

Contact details of Controller: 1 High Street, Edinburgh EH1 1LP; Tel: 0131 222 2222; E: info@highstreet.co.uk

Data set	Purpose of processing (identify legal basis)	Categories of data subjects	Categories of personal data	Categories of recipients of personal data	Transfers to a third country or international organisation noting safeguards	Time limits for erasure	How do we ensure information is updated	Description of technical and organisational measures to secure
Identification documentation for clients	To ensure compliance with AML obligations under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 (Article 6c)	Individual clients and beneficial owners of corporate clients	Copy of passport or driver's licence and/or copy of bank statement	Third party who carries out identity checks Cloud-based server hosted by third party	NA	Five years after the transaction is complete	Our AML policy indicates how often we require to update the AML checks	Held in a secure area of our document management system to which access is restricted to staff involved in AML checks. Paper copies are destroyed securely.
Contact details provided by family law client	To contact the client about their case under a contract with them or using legitimate interests if the contract is with their employer (Article 6b)	Individual clients and employees of corporate clients	Name, home or work address, email address and phone number	Cloud-based server hosted by third party Documented on paper files Solicitor's mobile phone	NA	Five years after the matter is complete if no further instructions.	Client is asked in terms and conditions to inform us of changes. We will confirm contact details on receiving new instruction. We will update on database and paper file.	Held in our client management system which is hosted on a cloud server (third party). All laptops and other end-user devices which can access the information in the cloud server are encrypted.
Case information provided by family law client	To provide legal advice under contract (Article 6b and 6f)	Client, former partner, children	Information about the legal issue about which advice is being sought	Court department Solicitor for the other party Court Expert witnesses and advisers Court-appointed reporters Party litigants Scottish Legal Aid Board Cloud-based server hosted by third party	NA	Five years after completion (Law Society guidance on divorce and consistorial matters)	NA – information updated as case progresses	Paper files and locked in a cabinet unless they are in use. Paper files remain in the office unless required for court etc. Information is held in our document management system, which is stored in a cloud server hosted by a third party. End-user devices which can access the database are encrypted. All special category data is encrypted when it is sent outside the organisation.