

Why are you providing information?	Type of data	Purpose & Legal basis	Will information be gathered from other sources	Who will get to see the information?	How long will you keep my information?
Conveyancing	Identification documentation, including NI number; bank details; phone numbers & email addresses	Necessary to provide legal services associated with work relating to heritable property and to make payments to clients. Public Task; Legal Obligation, Legitimate Interest	From third party such as lender, financial advisor; commercial searchers; banks; Crown Office and other third parties	Accountant of Court; other firms of solicitors; estate agents; commercial searchers; Registers of Scotland; banks and other third parties.	Generally seven years.
Family	Identification documentation, including NI number; bank details; phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From third party such as lender, financial advisor, and banks	Court; Agents for the other party; SLAB; Accountant of Court; Third parties such as banks, expert witnesses & advisors; court appointed individuals - "reporters" - who are asked to provide a report	Generally seven years.
Court work - other	Identification documentation, including NI number; bank details; phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From other party's solicitor; from Crown; from third party such as lender, government agencies, expert witnesses and advisors	Court; Agents for the other party; SLAB; Third parties such as banks, expert witnesses and advisors; Accountant of Court	Generally seven years. In relation to some criminal files where there has been a conviction of more than three years, these files may be retained for longer and even indefinitely

Executries	Identification documentation, including NI number; bank details; phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From Will; from third party such as tracing agents, insurance companies, government agencies	Accountant of Court; beneficiaries; cautioners; Court; banks; Third parties such as HMRC, DWP, private pension providers	Generally seven years.
Inventories	Name, address, which may include NI number, bank details, phone numbers & email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest		Accountant of Court; solicitor firm to whom the files, Wills & deeds have been passed	Information on inventories are deleted as the files to which they relate are destroyed as above.
Claims for the release of money from client accounts	Name, address; phone number; email address; bank details	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest		Accountant of Court; bank	If collected by former firm , seven years from date firm ceased. If collected by Judicial Factor , seven years from the date of her discharge
Mandates	Name, address; phone number; email address; bank details	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest		Accountant of Court; other solicitor firms	seven years, but in relation to pension information indefinitely
Recovery of sums due by clients	Name, address; phone number; email address; bank details	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From third parties such as banks, employers	Accountant of Court; other solicitor firms; banks; Sheriff Officers and others instructed to recover debt	Seven years from the date of her discharge
Investigation/Report	Name, address, which may include NI number, bank details, phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From third parties, such as banks, other solicitor firms	Law Society of Scotland; Police; Crown Office; OSCR or other regulators;	Held indefinitely

Employees of firm	Name, address, which may include NI number, bank details, phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From HMRC; from third parties such as bank, other government agencies	HMRC; bank; supplier of payroll services; pension providers	Seven years, but in relation to pension information indefinitely
Realising assets	Name, address, which may include NI number, bank details, phone numbers and email addresses	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest	From third parties, such as banks, insurance companies, with shareholders; DVLA	HMRC; banks; pension providers; insurance companies; DVLA; stockbrokers; Registrar of limited companies and other third parties such as garages	Seven years from the date of her discharge
Wills & deeds	Name and address	Necessary to provide legal services associated with work. Public Task; Legal Obligation, Legitimate Interest		Agents acting for the Data Subject; agents acting for executor if data subject has died; Third parties such as Registers of Scotland and Scottish Court Service	Held indefinitely
Notes					
Automated decision making -	The Judicial Factor does not currently use automated decision making systems.				