

SCHEDULE 1

YRH Finance Team Ltd (YRH)

Lawful Processing Summary

Explaining the legal bases we rely on.

The law on data protection sets out a number of different reasons a company may collect and process your personal data, including:

- 1. Consent**

In specific situations, we can collect and process your data with your consent. For example, if (as a Principal, consultant, agent, contractor and/or employee) you sign a *Consent Form - Map, Photo and Bio* for us to put your photo on our website or if (as a client) you sign *Consent Form - Customer Case Study or Testimonial Consent Form* to put your case study or testimonial on our website.
- 2. Contractual obligations**


In certain circumstances, we need your personal data to comply with our contractual obligations. For example, if you are a Principal, consultant, agent, contractor and/or employee we would keep your contact details on your employment contract. As another example, if you are a client, we would keep your contact details on the client engagement letter.
- 3. Legal compliance**

If the law requires us to, we may need to collect and process your data. For example, we can pass on details of people involved in fraud or other criminal activity affecting YRH to law enforcement. As another example, if you are a Principal, consultant, agent, contractor and/or employee we keep your tax details for legal compliance with HMRC.
- 4. Legitimate interest**

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests. For example, if you are a client, or potential client, we will use your contact details to send you direct marketing information, telling you about products and services that we think might interest you. If you are a principal, consultant, agent, contractor and/or employee we will also use your contact details to send you updates and information relevant to you.

This document has been approved and authorised by:

Sections 1 to 3:

Name:	Jane Ryan	Signature:		Date: 26/04/22
Position:	Operations Director			

Section 4:

Name:	Gemma Reyes	Signature:		Date: 26/04/22
Position:	Head of Marketing			

Reviewed on: 24/05/2018, 27/04/21, 26/04/22

Due for review by: 26/04/23