

Recipient name	Contact details	Registered Office Address	Geographic location of service being provided	Transfer mechanism	Manner of processing	Types of personal information shared
Firm entities						
Simmons & Simmons entities and offices	Simmons & Simmons Locations (simmons-simmons.com)			Standard Contractual Clauses		This will be dependent on the matter under instruction.
Our Processors and entrusted parties						
Contentstack	https://www.contentstack.com/	315 Montgomery Street., Suite 909, San Francisco, CA94014, USA	US, Canada, Malta, UK, Germany, Ireland, Iceland, Philippines and India	Standard Contractual Clauses	We will use the personal information to support access management and delivery of ongoing product subscriptions.	Your full name and email address are required to access the products.
Docusign	https://www.docusign.com/en-gb	Suite 1550 221 Main Street, San Francisco, Ca, 94105, United States	Global	Standard Contractual Clauses	Personal information will be recorded in the form of signatories and witnesses.	Full name, title, telephone number, email address and content, date and time of your email correspondence and information about your employer or your business.
Harbor Solutions Ltd (Rubrik)	https://harborsolutions.com/rubrik-cloud/	22 Wycombe End, Beaconsfield, Buckinghamshire, HP9 1NB	Singapore	Standard Contractual Clauses	Personal information will be uploaded as part of our normal activities in the event backup/recovery is needed.	This will be dependent on the matter under instruction.
Heap	https://www.heap.io/	225 Bush Street, Suite 200, San Fransisco, CA94104	US	Standard Contractual Clauses	We will use the personal information to support access management and delivery of ongoing product subscriptions.	Your full name and email address are required to access the products.
iManage	https://imanage.com/	King Street House, 15 Upper Kings Street, Norwich, Norfolk, NR3 1RB, UK	UK, Europe, Singapore, Hong Kong and UAE.	Standard Contractual Clauses	Acting as our record managemenet system, personal information will be uploaded as part of our normal activities.	This will be dependent on the matter under instruction.
Intapp	https://www.intapp.com/	3101 Park Boulevard, Palo Alto, CA 94306	UK and Ireland	N/A	We will use the personal information to undertake conflicts and risk checks on business relationships.	This will be dependent on the matter under instruction.
IntroHive	https://www.introhive.com/	364 Argyle Street, 3rd Floor, Fredericton, NB E3B 1T9, Canada	UK	N/A	We use the personal information to understand your interactions with members of our firm.	Full name, title, company name, company address, social media handle, meeting location information, phone number and email address.

ITEC (Xerox)	https://www.itecgroup.co.uk/	Hawkfield Way, Whitchurch, Bristol, BS14 0BL, UK	UK and Europe (Global company)	N/A	Data storage.	This will be dependent on the matter under instruction.
Legora	https://legora.com/	2nd Floor College House, 17 King Edwards Road, Ruislip, London, United Kingdom, HA4 7AE	UK and Europe	N/A	We may use the personal information to provide the legal services dependent on the matter under instruction and our legitimate business activities.	This will be dependent on the matter under instruction.
LexisNexis InterAction (Relx)	https://www.lexisnexis.com/en-us/products/interaction/default.page	Lexis House, 30 Farringdon Street, London, EC4A 4HH, UK	UK	N/A	We will use the personal information to send out targeted and general marketing emails.	Full name, title, telephone number, email address and content, date and time of your email correspondence and information about your employer or your business, postal address and employment details.
Microsoft 365	https://www.microsoft.com/en-gb/microsoft-365/office-365	925 Fourth Avenue, Suite 2900, Seattle, Washington 98104. USA	Global	Standard Contractual Clauses	We will use the personal information to enable communication with you and undertake legitimate business activities.	This will be dependent on the matter under instruction.
Microsoft AX Dynamics 365	https://www.microsoft.com/en-gb/dynamics-365/products/finance		Global	Standard Contractual Clauses	We will use the personal information for financial management in relation to employees and clients.	Full name, title, telephone number, email address, financial information.
Microsoft Azure	https://azure.microsoft.com/en-gb/		Global	Standard Contractual Clauses	Data hosting.	This will be dependent on the matter under instruction.
Mimecast	https://www.mimecast.com/	Floor 4, 1 Finsbury Avenue, London, EC2M 2PF, UK	UK and Europe	N/A	Security monitoring and alerting.	This will be dependent on the matter under instruction.
Okta (Auth0)	https://www.okta.com/uk/	10800 NE 8th Street, Suite 700, Washington, WA 98004	US, EU, Japan, and Australia	Standard Contractual Clauses	We will use the personal information to verify access to the corporate website and our digital products.	Your full name and email address are required to access the products.
ON 24 Webinar Software & Virtual Event Platform ON24	https://www.on24.com/platform/	795 Folsom Street, 3rd Floor, San Francisco, CA 94107, USA	UK	N/A	We use the personal information to manage attendance at webinars and digital events.	Full name, title, telephone number, email address and content, date and time of your email correspondence and information about your employer or your business.

Thomson Reuters - cvmail	https://www.cvmail.net/	5 Canada Square, Canary Wharf, London, E14 5AQ, UK	Global	Standard Contractual Clauses	We will use the personal information to progress with recruitment applications.	Depending on which office you apply to you may need to provide us with your full name, date of birth, nationality, education and qualification details, your gender, your CV, photograph, passport details, marital status, home address and home telephone number, mobile telephone number and other details set out in your application.
Thomson Reuters Elite	https://www.elite.com/products/3e/		Global	Standard Contractual Clauses	We will use the personal information to manage our finances including receipt and payment of invoices.	This will be dependent on the matter under instruction.
Thomson Reuters - Collaborate	https://legal.thomsonreuters.com/en/products/highq		UK	N/A	We will upload the personal information to our central practice management system and access it on a need to know basis.	This will be dependent on the matter under instruction.
Vuture	https://vutu.re/	10 Lower Thames Street, Billingsgate, London, EC3R 6EN, UK	Global	Standard Contractual Clauses	We will use the personal information to send out targeted and general marketing emails.	Full name, title, telephone number, email address and content, date and time of your email correspondence and information about your employer or your business.
Williams Lea	https://www.williamslea.com/	1-5 Poland Street, Soho, London, W1F 8PR, UK	UK and India	N/A	Personal information is processed as a consequence of daily business operations, such as bulk printing and management of mail.	This will be dependent on the matter under instruction.
Workday	https://www.workday.com/	The Kings Building, May Lane, Dublin 7, Ireland	UK and Europe	N/A	We will use the personal information to receive and progress job applications and manage employment.	Full name, title, telephone number, email address and content, date and time of your email correspondence and information about your employer or your business.

Version Control

Version	Status	Classification	Author Job Title	Date
1.00	Archived	Public	Senior Information Governance Analyst	Apr-24
2.00	Archived	Public	Senior Information Governance Analyst	May-24
3.00	Archived	Public	Data Protection Manager	Sep-25
3.1	Live	Public	Data Protection Manager	Sep-26