

Recipient name	Contact details	Registered Office Address	What function or business does it support	Geographic location of service being provided	Transfer mechanism	Manner of processing	Types of personal information shared
<b>Firm entities</b>							
Simmons & Simmons entities and offices	<a href="https://simmons-simmons.com">Simmons &amp; Simmons   Locations (simmons-simmons.com)</a>				Standard Contractual Clauses		This will be dependent on the matter under instruction.
<b>Our Processors and entrusted parties</b>							
Contentstack	<a href="https://www.contentstack.com/">https://www.contentstack.com/</a>	315 Montgomery Street., Suite 909, San Francisco, CA94014, USA	Marketing & Business Development (M&BD)	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	<a href="https://www.docusign.com/en-gb">https://www.docusign.com/en-gb</a>	Suite 1550 221 Main Street, San Francisco, Ca, 94105, United States	IT	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)	<a href="https://harborsolutions.com/rubrik-cloud/">https://harborsolutions.com/rubrik-cloud/</a>	22 Wycombe End, Beaconsfield, Buckinghamshire, HP9 1NB	IT	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	<a href="https://www.heap.io/">https://www.heap.io/</a>	225 Bush Street, Suite 200, San Francisco, CA94104	IT	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	<a href="https://imanage.com/">https://imanage.com/</a>	King Street House, 15 Upper Kings Street, Norwich, Norfolk, NR3 1RB, UK	IT	UK and Singapore	Standard Contractual Clauses	Acting as our record management system, personal information will be uploaded as part of our normal activities.	This will be dependent on the matter under instruction.
Intapp	<a href="https://www.intapp.com/">https://www.intapp.com/</a>	3101 Park Boulevard, Palo Alto, CA 94306	Business Intake	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	<a href="https://www.introhive.com/">https://www.introhive.com/</a>	364 Argyle Street, 3rd Floor, Fredericton, NB E3B 1T9, Canada	Marketing & Business Development (M&BD)	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)	<a href="https://www.itecgroup.co.uk/">https://www.itecgroup.co.uk/</a>	Hawkfield Way, Whitchurch, Bristol, BS14 0BL, UK	IT	UK and Europe (Global company)	N/A	Data Storage	This will be dependent on the matter under instruction.

LexisNexis InterAction (Relx)	<a href="https://www.lexisnexis.com/en-us/products/interaction/default.page">https://www.lexisnexis.com/en-us/products/interaction/default.page</a>	Lexis House, 30 Farringdon Street, London, EC4A 4HH, UK	Marketing & Business Development (M&BD)	N/A - On-prem solution	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	<a href="https://www.microsoft.com/en-gb/microsoft-365/office-365">https://www.microsoft.com/en-gb/microsoft-365/office-365</a>	925 Fourth Avenue, Suite 2900, Seattle, Washington 98104. USA	IT	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	<a href="https://www.microsoft.com/en-gb/dynamics-365/products/finance">https://www.microsoft.com/en-gb/dynamics-365/products/finance</a>		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	<a href="https://azure.microsoft.com/en-gb/">https://azure.microsoft.com/en-gb/</a>		IT	Global	Standard Contractual Clauses	Data Storage.	This will be dependent on the matter under instruction.
Mimecast	<a href="https://www.mimecast.com/">https://www.mimecast.com/</a>	Floor 4, 1 Finsbury Avenue, London, EC2M 2PF, UK	IT	UK and Europe	N/A	Security monitoring and alerting.	This will be dependent on the matter under instruction.
Okta (Auth0)	<a href="https://www.okta.com/uk/">https://www.okta.com/uk/</a>	10800 NE 8th Street, Suite 700, Washington, WA 98004	IT	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	<a href="https://www.on24.com/platform/">https://www.on24.com/platform/</a>	795 Folsom Street, 3rd Floor, San Francisco, CA 94107, USA	Marketing & Business Development (M&BD)	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	<a href="https://www.cvmail.net/">https://www.cvmail.net/</a>	5 Canada Square, Canary Wharf, London, E14 5AQ, UK	HR	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	<a href="https://www.elite.com/products/3e/">https://www.elite.com/products/3e/</a>		Finance	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 - HighQ	<a href="https://legal.thomsonreuters.com/en/products/highq">https://legal.thomsonreuters.com/en/products/highq</a>		IT	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	<a href="https://vutu.re/">https://vutu.re/</a>	10 Lower Thames Street, Billingsgate, London, EC3R 6EN, UK	Marketing & Business Development (M&BD)	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	<a href="https://www.williamslea.com/">https://www.williamslea.com/</a>	1-5 Poland Street, Soho, London, W1F 8PR, UK	Facilities	N/A - On-premise	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	<a href="https://www.workday.com/">https://www.workday.com/</a>	The Kings Building, May Lane, Dublin 7, Ireland	HR	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	Date	Author Job Title
1.00	Live	Public	Apr-24	Senior Information Governance Analyst
2.00	Live	Public	May-24	Senior Information Governance Analyst
3.00	Live	Public	Sep-25	Data Protection Manager