

## Consent preferences for legal directory submissions

### Introducing our legal directory submissions

Every year, TWM Solicitors submits information about some of our most important clients and their matters to the two main legal directories, *Chambers and Partners* and *Legal 500*. These directories contain information about the leading law firms in the United Kingdom and the work they do.

Our submissions relate to our areas of legal practice, the leading lawyers in our firm and details of some of the most important matters we have dealt with in the preceding year.

### How we protect your information

We do not however supply any information – whether about you personally, your business or the matter you have instructed us on, unless you agree that we can report these details to the directories. We have an obligation under our professional rules to keep all matters relating to our clients confidential. We will never in any event share with the directories any information about you personally (if you are an individual client or represent a business client) of any financial information about you or your matter.

### Why we're asking for your consent

The purpose of this email is to request your consent to allow us to inform the directories of your identity and of the matter we dealt with for you.

### Your choices and how to support

If we do not hear from you, we will not notify the directories that we act for you or say anything about your matter. If however you give consent to the directories publishing anything about you, we can agree the scope of what they will publish. So that you consent to publication of only what you are happy to see published, we would be grateful if you would indicate the exact scope of your consent by TICKING THE BOXES below:

#### Publishing your name

☐ Please forward my name to the directories and allow them to say that we act for you or your business

#### Matter information

☐ Please provide information for publication about my matter: who we acted for, what the matter was about, the other parties, the issues that arose and the value of the matter

☐ Please provide information about my matter but request that my name or that of my business is kept confidential

#### Decline consent

☐ Please do not tell the directories anything about me, my business or my matter (*We may in any event allow the directories to publish information about your matter and the business sector you are in in a very general way so that no one could reasonably identify who you are or what you instructed us to do*)

#### Confirmation and next steps

Please email a copy of your completed form to: [marketing@twmsolicitors.com](mailto:marketing@twmsolicitors.com)

If you have any questions - for example, about what will be published, how the directories use your data, or how to withdraw consent - please reach out to us at [marketing@twmsolicitors.com](mailto:marketing@twmsolicitors.com).

☐ **Do you agree to our privacy policy?**

By ticking this box, you agree to our terms. We will only use the information you provide to handle your enquiry. The information you submit will be handled in accordance with our [privacy policy](#).