

## referral form



Please send your completed mediation referral form to [family.mediation@mills-reeve.com](mailto:family.mediation@mills-reeve.com). If you have any queries or would like any additional information please contact Alison Bull on +44 (0)161 235 5424 or visit our websites: [www.mills-reeve.com/mediation](http://www.mills-reeve.com/mediation) and [www.divorce.co.uk/divorce-approaches/mediation-on-divorce](http://www.divorce.co.uk/divorce-approaches/mediation-on-divorce).

<b>Referrer's name (if applicable)</b>			
Address			
Postcode			
Tel no.			
Email			
<b>First client's name</b>			
Email			
Address			
Postcode			
Tel no.		Home	Mobile
Occupation			
Solicitor's details (if applicable)			
<b>Second client's name</b>			
Email			
Address			
Postcode			
Tel no.		Home	Mobile
Occupation			
Solicitor's details (if applicable)			
<b>Mediation</b>			
What type?		All issues <input type="checkbox"/>	Finances <input type="checkbox"/>
		Children <input type="checkbox"/>	Possible DCC <input type="checkbox"/>
Contact referrer or the clients direct?			
Office location preference		Birmingham <input type="checkbox"/>	London <input type="checkbox"/>
		Cambridge <input type="checkbox"/>	Manchester <input type="checkbox"/>
		Leeds <input type="checkbox"/>	Norwich <input type="checkbox"/>
Mediator preference (if any)			
Any other information			

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### **Privacy information for clients or prospective clients:**

Mills & Reeve LLP will process your personal data fairly and lawfully in accordance with professional standards and our [privacy notice](#) for clients or prospective clients. Where you provide any personal data to us (including that of third parties involved in the instructed matter), you are responsible for ensuring that disclosure by you, or on your behalf to us, for the use by us in the provision of our services complies with the requirements of data protection legislation. You have the sole responsibility for the accuracy quality and legality of the personal data you provide to us.

### **Privacy information for referrers:**

Mills & Reeve LLP will process your personal data fairly and lawfully in accordance with professional standards and from the date it comes into force in the UK, the General Data Protection Regulation (EU) 2016/679 and any other applicable laws relating to the protection of personal data and the privacy of individuals. We will use your personal data and that of the other parties provided by you for the purposes of facilitating the mediation you have referred to us. Where you provide any personal data to us (including that of third parties involved in the instructed matter), you are responsible for ensuring that disclosure by you, or on your behalf to us, for the use by us in the provision of our services complies with the requirements of data protection legislation. You have the sole responsibility for the accuracy quality and legality of the personal data you provide to us.

We may share your data with third parties as required for the purposes of delivering that contract or to fulfil legal or regulatory obligations. In these cases relevant personal data would be provided to and processed by the provider of such services, in accordance with the terms of our contract with them and to the extent appropriate for the performance of that contract inclusive of any protections required for your personal data should it be necessary to transfer it outside of the EEA. On occasion, we might need to share or transfer your personal data confidentially with relevant parties and/or their professional advisers if there is a merger, acquisition, change of control, joint venture or other similar arrangement involving Mills & Reeve LLP. Exceptionally we might need to share your personal information in order to obtain necessary confidential legal advice or to comply with our insurance, legal or regulatory obligations. We expect to retain your data as it relates to legal work undertaken based on your referral in accordance with our [retention policies](#). You have the right to request copies of the personal data we hold about you, to ask for inaccuracies in your personal data to be corrected, and in certain circumstances for us to stop processing your personal data or for your personal data to be erased. If you believe that we have not complied with any of our obligations under data protection laws in the UK, please let us know. You have the right to lodge a complaint with the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

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