

## Privacy Notice - GDPR

### Introduction

Please read the following information carefully. This privacy notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who I share this information with, the security mechanisms I have put in place to protect your data and how to contact me in the event you need further information.

### Data Controller

I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that I hold and process. My registered address is 1-2 Laurence Pountney Hill, London, EC4R 0EU, my registration number is ZB593756. If you need to contact me about your data or this privacy notice, you can reach me at [barristers@qebhw.co.uk](mailto:barristers@qebhw.co.uk).

### Why I process personal data?

The vast majority of the information that I hold about you is provided by yourself or your instructing solicitor when you seek to use my services. I will tell you why I need the information and how I will use it.

Personal data is any information that can be used to identify an individual, and it can range from the most basic of details such as contact information through to more complex data.

Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by both the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018.

However, not all personal data is considered equal. There are two different categories: 'personal data' and 'special categories of personal data'.

I collect and process both personal data and special categories of personal data as defined in the GDPR.

This includes:

- Personal and family information, including names, dates of birth, and personal contact details;
- Financial details such as financial status and bank details;
- Records of relevant goods and services;
- Records of education, training and employment;
- Other personal information relevant to the provision of legal services, including information relevant to the specific instructions given in a case.

Sensitive and special data including:

- Information about physical and mental health;
- Racial or ethnic origin;
- Political opinions;
- Religious, philosophical or other beliefs;

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- Trade union membership;
- Sex life or sexual orientation;
- Genetic and biometric information of natural persons.

I will comply with my obligations under the GDPR:

- by collecting and retaining only data necessary to pursue legitimate business interests;
- by ensuring that appropriate technical measures are in place to protect personal data;
- by keeping personal data up to date;
- by storing and destroying data securely.

### How I use your personal information?

I may use your personal information for the following purposes:

- Provide legal advice and representation;
- Maintain the safety, security and integrity of my services;
- Investigate and address any concerns or any complaints;
- Communicate with you about services, news, updates and events;
- Investigate or address legal proceedings relating to your use of our services or as otherwise allowed by applicable law;
- Make statutory returns as required by law;
- to assess applications for and provide: tenancy, pupillage, mini-pupillage and work-shadowing opportunities;
- to facilitate work experience;
- to fulfil any regulatory and operational obligations;
- to publish legal judgments and decisions of courts and tribunals;
- to carry out anti-money laundering and terrorist financing checks;
- as otherwise required or permitted by law.

### My legal basis for processing your personal information

The General Data Protection Regulation (GDPR) requires that where I process personal data, I must have a Lawful Basis for doing so.

The Lawful Bases identified in the GDPR are:

- Consent of the data subject;
- Performance of a contract with the data subject or to take steps to enter into a contract;
- Compliance with a legal obligation;
- To protect the vital interests of a data subject or another person;
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- The legitimate interests of a business, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

### Special category processing

If I process special categories of data I may also need to obtain your consent to process this.

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### **Criminal data processing**

On occasion, I may process data relating to criminal offences where it is necessary for the purpose of, or in connection with, any legal proceedings; obtaining legal advice; or establishing, exercising or defending legal rights. I may also request your specific consent to process this type of data.

### **Who will I share your personal information with?**

While processing your information it may be necessary to share your information with the following:

- Instructing solicitors;
- Other Barristers, legal representatives or experts involved in your case;
- Chambers' management and staff engaged in the course of running of my practice;
- Chambers' IT providers;
- Chambers' pupils or mini-pupils;
- My regulator and/or legal advisors in the event of a dispute or other legal matter;
- Opposing legal representatives;
- Court staff including the judiciary;
- Law enforcement officials, government authorities, or other third parties to meet any legal obligations;
- My accountant and bank;
- Any other party where I ask you and you consent to the sharing.

I do not use automated decision-making in the processing of your personal data.

### **Transfer of your information outside the UK**

I will not transfer any personal data to third countries or international organisations.

### **How long do I keep your personal data?**

I retain your personal data while you remain a client unless you ask us to delete it. My Retention and Disposal Policy (copy available on request) details how long I hold data for and how I dispose of it when it no longer needs to be held. I will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- I am legally required to retain the data to meet out legal, statutory and regulatory obligations;
- There are overriding legitimate business interests to do so.

### **Your Rights**

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. Where those circumstances are established, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your data or to supplement information that I hold on you;
- Ask for your personal information to be erased;
- Receive a copy of the personal information you have provided or have this information sent to a third party;

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- Object at any time to processing of your personal information for direct marketing;
- Object to the continued processing of your personal information;
- Restrict Chambers processing of your personal information.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, or for any further enquiries relating to data protection at QEB Hollis Whiteman please contact Stacey Hunt [stacey.hunt@qebhw.co.uk](mailto:stacey.hunt@qebhw.co.uk).

You may also raise a complaint directly with the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### Marketing

You may opt out of receiving emails and other messages from QEB Hollis Whiteman by following the instructions in those messages.

### Cookies

Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. We use cookies to:

- Validate users;
- Remember user preferences and settings;
- Determine frequency of accessing our content;
- Measure the effectiveness of advertising campaigns; and
- Analyse site visits and trends.

### Future Processing

«Name» does not intend to process your personal information except for the reasons stated within this privacy notice. In the event of changes, this privacy notice will be updated.

**I will occasionally update my privacy notice.** When I do, an amended privacy notice will be placed on my Chambers' website profile page.