



Henry Chambers

PRIVACY POLICY

Data protection law provides you with a right to be informed about the processing of your personal information. This Notice describes how Henry Chambers collects, stores and process information about you and the reason for this.

Henry Chambers is registered with the UK Information Commissioners Office (ICO) as a data controller under registration number ZB546094. Our registered address is GCSD Accountants Ltd, Unit 701 Stonehouse Park, Sperry Way, Stonehouse, GL10 3UT.

WHY DO WE PROCESS PERSONAL DATA?

The majority of the information that Henry Chambers holds about you is provided to us by you when use our services or you are employed by us or work within various capacities. At Henry Chambers, we collect and process both personal data and special categories of personal data as defined under the General Data Protection Regulation (the GDPR) and the Data Protection Act 2018.

WHAT INFORMATION IS COLLECTED?

We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

- Personal and family information, such as names, dates of birth, and personal contact details;
- Records of goods and services relevant to Chambers;
- 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 such as:

- Information about physical and mental health.
- Racial or ethnic origin
- Religious, philosophical, or other beliefs
- Sexual orientation
- Genetic and biometric information of natural persons
- Bank details
- National Insurance number

HOW DO WE COLLECT PERSONAL DATA ABOUT YOU?

We will only ever start to collect, use and store personal information about you if you have consented to it. In most cases we will collect directly from you, with your consent. We may gain further information over time from publicly available sources such as your company website or your social media profile, or from any communications with you.

WHY WILL WE COLLECT, STORE AND USE PERSONAL DATA ABOUT YOU?

We collect, store and use personal data about you in order to:

- Action the instructed legal work undertaken on your behalf
- Ascertain your full identity
- Prevent legal fraud
- For reference in subsequent legal matters
- Internal marketing purposes including:-
 - o To inform you about our firm's services and news
 - o To invite you to seminars and workshops on legal topics
 - o To invite you to charity and/or corporate hospitality events we are organising.
- Client Satisfaction Surveys

HOW DO WE USE PERSONAL DATA?

Henry Chambers may use your personal information for the following purposes:

- a) to provide legal services, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
- b) to keep accounting records and carry out office administration;
- c) to take or defend legal or regulatory proceedings or to exercise a lien;
- d) to respond to potential complaints or make complaints;
- e) to check for potential conflicts of interest in relation to future potential cases;
- f) to promote and market our services, but where this is done you will be anonymised where appropriate;
- g) to carry out anti-money laundering and terrorist financing checks;
- h) to train other barristers and when providing work-shadowing opportunities;
- i) to respond to requests for references;
- j) when procuring goods and services;
- k) to publish legal judgments and decisions of courts and tribunals;
- l) as required or permitted by law.

DO WE SHARE PERSONAL DATA?

If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise.

As barristers, we have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings. It may be necessary to share your information with the following:

- data processors, such as IT support staff, email providers, data storage providers;
- other legal professionals;
- experts and other witnesses;
- prosecution authorities;
- courts and tribunals;
- the staff in chambers;
- trainee barristers including pupils and mini-pupils;
- lay clients;
- family and associates of the person whose personal information we are processing;
- other members of chambers in order to discuss your case or ensure cover of hearings where the barrister managing your case is not available;
- barristers and staff at other chambers, where a barrister at Henry Chambers is not available to cover your case and a barrister at another chambers needs to be instructed;
- in the event of complaints, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman;
- other regulatory authorities;
- current, past or prospective employers;
- education and examining bodies;
- business associates, professional advisers and trade bodies, e.g. the Bar Council;
- the intended recipient, where you have asked for us to provide
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals.

We may be required to provide your information to regulators, such as the Bar Standards Board, the Financial Conduct Authority or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without our consent or yours, which includes privileged information.

We may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

The personal information we obtain may include information which has been obtained from:

- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- trainee barristers
- lay clients
- family and associates of the person whose personal information is being processed.
- in the event of complaints, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers, and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals
- data processors, such as IT support staff, email providers, data storage providers
- public sources, such as the press, public registers and law reports.
- Cloud data storage services based in the USA who have agreed to comply with the EU-U.S. Privacy Shield, in order to enable storage of your data and/or backup copies of your data so that it can be accessed when required. The USA does not have the same data protection laws as the EU but the EU-U.S. Privacy Shield has been recognised by the European Commission as providing adequate protection. To obtain further details of that protection see https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/eu-us-data-transfers_en
- Cloud data storage services based in Switzerland, in order to enable storage of your data and/or backup copies of your data so that it can be accessed when required. Switzerland does not have the same data protection laws as the EU but has been recognised by the European Commission as providing adequate protection; see https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/rules-international-data-transfers_en and https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en and https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en

If you would like any further information, please use the contact details at the end of this document.

WILL YOUR PERSONAL DATA BE SHARED WITH THIRD PARTIES?

Privacy is important to us; therefore, it goes without saying that we would never sell, rent or give your personal information to any third party without your consent.

We may in the future use a third-party marketing automation platform, in which case your name and email address (but no other personal information) may be stored on that third party's servers within the European Economic Area.

Any such third-party service provider will be required to take appropriate security measures to protect your personal information in line with our policies. We would not allow any third-party service providers to use your personal data for their own purposes. We would only permit them to process your personal data for specified purposes and in accordance with our instructions.

WILL WE TRANSFER YOUR PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA?

Not without your knowledge and consent

FOR HOW LONG IS DATA RETAINED?

Except as otherwise permitted or required by applicable law or regulatory requirements, Henry Chambers will retain your personal information only for as long as we believe is necessary to fulfil the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting or other reporting requirements or obligations or where it is our legitimate interest to do so). This will be for a minimum period that will be until one year after the expiry of the legal limitation period for bringing a legal claim against the barrister in respect of the legal services provided. However, the barrister instructed in your matter may notify you that he or she will retain your personal information for a longer period for the purposes of maintaining his or her records of the legal services provided.

In most cases personal information which is maintained by Chambers will be deleted 7 years after the discharge of all fees incurred in your matter or the last item of work comprised in your instructions has been completed, whichever is the later.

INFORMATION SECURITY

We invest appropriate resources to protect your personal information, from loss, misuse, unauthorised access, modification or disclosure. However, no internet-based site can be 100% secure and we cannot be held responsible for unauthorised or unintended access that is beyond our control.

RIGHTS UNDER GDPR

We will keep this Privacy Policy under review and make updates from time to time. Any minor changes to this Privacy Statement will be posted on this page and we will communicate any major changes to you.

You have the right to request copies of your personal information. If you think any of the personal information we hold about you is inaccurate, you may also request it is corrected or erased. You also have a right, in certain circumstances, to object to our processing of your personal information, to require us to stop processing your personal information and/or to withdraw your agreement to processing based on 'consent', but this does not apply where we have other legal justifications to continue processing your data or an overriding legitimate interest.

In relation to all of these rights, please contact us via email in the first instance.

COMPLAINTS PROCESS

If you have a complaint about how we have handled your personal information you may contact us using the details below and we will investigate your complaint. You also have the right to complain to the Information Commissioner's Office - (www.ico.org.uk).

WHAT CHOICES DO YOU HAVE?

When we collect your information, we will give you options as to how you wish to hear from us (e.g. email, post) and for what purposes (e.g. invitations, direct marketing etc). If you wish to change these preferences at any time, or to unsubscribe from communications, please email jhenry@henry-chambers.com quoting "unsubscribe" in the subject line.

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict our processing of your personal information in certain circumstances.

CHANGES TO THIS PRIVACY NOTICE

We constantly review our internal privacy practices and may change this policy from time to time.

If you require any further information, please contact us at info@henry-chambers.com