

Barrister Privacy Notice

HENRY DAY

Radcliffe Chambers

ICO REGISTRATION NUMBER Z3152158

Thank you for choosing to instruct me in your case. I will need to collect and hold your personal information in order to represent you. I will take all reasonable steps to protect such personal information. This Privacy Notice describes the information I collect about you, how it is used and shared, and your rights regarding it.

Data controller

I am registered with the Information Commissioner's Office (ICO) as a data controller for the personal information that I hold and process as a barrister. My registered address is Radcliffe Chambers, 11 New Square, Lincoln's Inn, London, WC2A 3QB. My registration number is Z3152158.

Data collection

The vast majority of, if not all, the information that I will hold about you will be provided to or gathered by me in the course of your case and/or proceedings. I will not use this information other than for the purposes set out below.

Lawful basis for processing your personal information

The General Data Protection Regulation (GDPR) requires all organisations that process personal information to 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; and
- The legitimate interests of the data controller, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of legitimate interests include:

- Where the data subject is a client or is in the service of the data controller;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes or to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

My primary lawful bases for processing your personal information are consent and performance of the contract by which I am instructed to provide legal services, but other lawful bases may become

relevant. For example, in the event of a professional negligence claim, I will have a legitimate interest in providing personal information to my insurer.

Types of personal information

I collect and process personal information and special categories of personal information as defined in the GDPR. This information may include your:

- Name
- Email
- Phone number
- Address
- Payment or bank details
- Date of birth
- Location details
- Device IP address
- Financial information
- Medical Records
- Criminal Records
- Biographical information.

Use of personal information

I may use your personal information to:

- Provide legal advice and representation and other legal services;
- Investigate and address your concerns;
- Communicate with you about news, updates and events relating to Radcliffe Chambers;
- Investigate or address legal proceedings relating to your use of my services/products, or as otherwise allowed by applicable law;
- Assist in training pupils and mini-pupils; or
- Comply with my professional or legal obligations.

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

I may share your personal information with:

- Instructing solicitors;
- Legal representatives for other parties for the purpose of enabling communication (such as providing your name when stating on whose behalf I am instructed);
- The management of Radcliffe Chambers Services Limited and staff who provide administrative services;
- My regulator or legal advisers in the event of a dispute or other legal matter arising;
- Law enforcement officials, government authorities or other agencies or third parties in order to meet my legal obligations;
- Courts, arbitrators or adjudicators in the ordinary course of proceedings; or
- Any other party with whom you consent to your personal information being shared.

And with the following (subject to any instructions you give to the contrary):

- Pupils or mini-pupils under my supervision;
- Other counsel in Radcliffe Chambers, where they have been instructed by you or for the purposes of proofreading or obtaining a second opinion on an informal basis;

- Legal representatives for other parties for the purpose of resolving your case; or
- A mediator during the course of mediation.

Transfers to third countries and international organisations

I may transfer personal information to legal representatives in third countries where those legal representatives have been instructed on the same matter as, or on a matter connected with, the matter on which I am instructed by you. The safeguards that apply are the legal and professional obligations of those legal representatives and any relevant contractual terms in the agreement by which you have instructed such legal representatives.

I am satisfied that any such transferred personal information would be fully protected and safeguarded as required by the General Data Protection Regulation.

Retention of personal information

I retain your personal information, as specified in my Data Retention and Disposal Policy (copy available on request) which details for how long I hold personal information and how I dispose of it when it no longer needs to be held. I will delete or anonymise your personal information at your request unless:

- An unresolved issue, such as a claim or dispute, is outstanding;
- I am legally required not to delete or anonymise such information; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and the protection of clients' safety and security.

Your rights

The General Data Protection Regulation gives you specific rights regarding your personal information. For example, you have the right to be informed about the personal information I hold about you and what I use it for, to ask for a copy of the personal information I hold about you, to ask me to correct any inaccuracies in the personal information I hold about you, to ask me to stop sending you direct mail or email, and in certain circumstances to ask me to stop processing your details. If I do something irregular or improper with your personal information you can seek compensation for any distress you are caused or loss you incur. You can find out more information from the ICO's website http://ico.org.uk/for_the_public/personal_information. The ICO is the organisation that you can complain to if you are unhappy with how I have dealt with you.

Accessing and correcting your personal information

You may request access to, correction of or a copy of your personal information by contacting me at clerks@radcliffechambers.com.

Marketing opt-outs

You may opt out of receiving emails and other messages from Radcliffe Chambers by following the instructions in those messages.

Cookies and Radcliffe Chambers' website

Radcliffe Chambers' website uses cookies. These are small text files that are placed on your computer or mobile device when you visit a website. Radcliffe Chambers' website uses both "session cookies" and "persistent cookies". Session cookies allow you to move from page to page within Radcliffe Chambers' website and information you enter to be remembered. This type of cookie is deleted when you close your browser or after a short period of time. Persistent cookies allow Radcliffe

Chambers' website to remember your preferences and settings when you visit the website in the future. Persistent cookies expire after a prescribed period of time.

Radcliffe Chambers may use Google Analytics to provide its members with information about the use of its website, including:

- User preferences and settings;
- The frequency with which website content is accessed and the length of any visit;
- The requesting computer's IP address and any domain name associated with it;
- The effectiveness of advertising campaigns; and
- Site visits and trends.

Updates

This Privacy Notice may occasionally be updated. When significant changes are made, you will be notified by post or email. The updated Notice will also be published on my profile on Radcliffe Chambers' website.

Henry Day

Radcliffe Chambers
Lincoln's Inn