

Privacy Notice for James Morgan KC

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 possible steps to protect your personal information. I am determined to do nothing that would infringe your rights or undermine your trust. 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 data that I hold and process as a barrister. My registered address is Radcliffe Chambers, 11 New Square, Lincoln's Inn, London WC2A 3QB and my registration number is Z4637126.

Data Collection

All or the vast majority of the information that I hold about you is provided to or gathered by us in the course of your case and/or proceedings. Your solicitor and/or I will tell you why we need the information and how we will use it.

Our Lawful Basis for processing your information

The General Data Protection Regulation (GDPR) requires all organisations that process personal data 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.

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- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
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Examples of legitimate interests include:

- Where the data subject is a client or in the service of the 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.

Our Lawful Basis is (1) your consent, (2) performance of a contract with you or to take steps to enter into a contract, (3) compliance with a legal obligation and/or (4) the legitimate interests of ourselves

Our Legitimate Interest is (1) you are a client and I am providing legal or related services, (2) checking for conflicts, (3) dealing with complaints and claims and/or (4) training of pupils and mini-pupils

I use your information to:

- Provide legal advice and representation
- Assist in training barristers, pupils and mini-pupils
- Investigate and address your concerns
- To check for conflicts of interest
- Communicate with you about news, updates and events
- Investigate or address legal proceedings or complaints relating to your use of my services/products, or as otherwise allowed by applicable law
- To promote and market my services
- To respond to requests for references
- To publish legal judgments and decisions of courts and tribunals
- To make applications as a barrister and/or as a judge
- To complete legal directory submissions

- Assist in the preparation of tax returns and annual accounts and to respond to any inquiries or investigations by HMRC

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

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

Client data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Location details;
- Device IP address;
- Financial information;
- Medical Records and health;
- National Insurance Numbers
- Criminal Records;
- Ethnic origin.

I may share your personal data with:

- Instructing solicitors
- Pupil or mini pupil, under my training
- Legal representatives for other parties for the purpose enabling communication
- The courts, mediator, arbitrator or adjudicator or person in an analogous position, in the ordinary course of proceedings
- My Chambers management and staff who provide administrative services
- My regulator, insurers or legal advisors in the event of a dispute or other legal matter

- Law enforcement officials, government authorities, or other third parties to the extent required by law
- Any other party where I ask you and you consent to the sharing

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 such transferred personal information is fully protected and safeguarded as required by the General Data Protection Regulation.

I retain your personal data while you remain a client unless you ask me 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; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

Your Rights

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information I hold and what I use it for, you can ask for a copy of the personal information I hold about you, you can ask us to correct any inaccuracies with the personal data I hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if I do something irregular or improper with your personal data you can seek compensation for any distress you are caused or

loss you have incurred. You can find out more information from the ICO's website http://ico.org.uk/for_the_public/personal_information and this is the organisation that you can complain to if you are unhappy with how I dealt with you.

Accessing and Correcting Your Information

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

Marketing Opt-Outs

You may opt out of receiving emails and other messages from my Chambers 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. The Chambers website uses cookies, but does not collect personally identifiable information about you. The only exceptions may be:

- When you apply for a job vacancy;
- Post a comment on one of our blog posts or social media sites;
- Sign up to receive marketing information from us.

Where Chambers collects this information, we will only use it to process your request unless we tell you otherwise. We will never sell your data to third parties.

Chambers also tracks IP addresses of businesses and organisations to help us understand how our website is used.

I will occasionally update my Privacy Notice. When I make significant changes, I will notify you of these by publishing the updated Notice on my website profile.

