# Privacy Notice

In order to advise and represent you, I will need to collect and hold your personal information. I am committed to protecting your personal information and 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 Partnership Counsel, 9 King's Bench Walk, London EC4Y 7DX and my registration number is **Z7898513**.

## Data Collection

I will collect personal data provided by you and any solicitor or other professional who you may use to instruct me. If necessary, I may also collect and process data about you or your firm from sources that are publicly available.

## Use of personal data

I may use your personal data to provide legal advice and representation, to communicate with you about any news, updates and events, in compliance with my own professional or legal obligations and, where necessary, in respect of my own legitimate interests as described below.

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

## Sharing of personal data

I may share your data with any solicitor or other professional who you may use to instruct me, with my practice manager, with any third party as is necessary to comply with my legal obligations and otherwise in accordance with your instructions (or those of your solicitor or other professional). I may also share your data for the purposes of recovering fees.

I do not transfer any personal data to third countries (unless and to the extent that you are instructing me from overseas) or international organisations.

## Retention and disposal of personal data

I will retain your personal data while you remain a client unless you ask me to delete it. I will delete or anonymise your information at your request unless there is an unresolved issue, such as claim or dispute, there are overriding legitimate business interests or I am legally required to do so. Typically, I will retain all papers submitted to me for not less than 7 years, unless, with your prior agreement, they have been returned to you or destroyed before then. In respect of documents prepared by me, I shall carry out a review not less than 7 years after the conclusion of the matter. I may retain documents that I require for research and for use as a precedent in similar cases indefinitely. I will retain data required in connection with money laundering checks for not less than 5 years and as required for conflict checking until I deem them no longer to be required. I shall retain copies of fee receipts indefinitely.

I will take appropriate measures to protect the personal data I process against accidental or unlawful destruction, loss, alteration or unauthorised disclosure or access. All devices on which personal data is stored are password protected and all Word documents on which I work on your behalf are also encrypted. You should be aware that e-mails and similar electronic transmission of material sent by and to me directly or through my practice manager cannot be guaranteed to be secure, but attachments can be password protected on request.

All paper records are kept securely in my room or my practice manager’s room in chambers or at home.

I will inform you at the earliest opportunity in the event of any breach of security relating to your personal data, describing the nature of the breach, the possible consequences and the measures being taken to remedy the situation.

Please contact me if you require further information about my data retention and disposal policies.

## Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me at Partnership Counsel, 9 King's Bench Walk, London EC4Y 7DX.

## 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 and you can ask me to correct any inaccuracies with the personal data I hold. You can find out more information from the ICO’s website <http://ico.org.uk/for_the_public/personal_information>.

If you are unhappy with the way in which I process your personal data, please contact me. You also have the right to lodge a complaint with the ICO. Their contact details are as follows: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 (local rate) or 01625 545 745. Again, further information can be obtained from their website as above.

## Amendments

I may occasionally update this Privacy Notice. I will notify you of any significant changes.

May 2018