

Richard Witcombe

I am a self-employed barrister at 2 King's Bench Walk ("2KBW") and I accept instructions from solicitors, government bodies (such as the Crown Prosecution Service and the Probation Service), and from individuals by way of Direct Access.

For the purposes of the General Data Protection Regulations ("GDPR") the clerks at 2 KBW will handle most instructions received in my name. Should you have any questions about how your personal data is handled you would be able to contact me through the clerks.

How the law protects you

Your privacy is protected by law, and this information is provided to make clear how this works. The law says that I can use your personal information only if I have a proper reason to do so. On occasion this will include sharing it with other barristers both inside and outside of Chambers. In order to do so I must have one or more of the following reasons:-

- i. to fulfil a contract I have with you;
- ii. when it is my legal duty to do so;
- iii. when it is in your legitimate interest to do so; or
- iv. when you consent to it.

In the course of any business with me it is likely that I will receive what is known as 'special data' concerning you. This includes information on racial/ethnic background, sexual orientation, religious beliefs, health data and criminal records (both convictions and allegations). If you instruct me it will be necessary that you consent to me processing the personal data that you have provide me with.

How I use your personal information

As a barrister I will use personal data provided to represent you in the case I have been instructed in. This will include the preparation of a case, the drafting of any advice, and representation at a trial.

What sort of data will I handle

My practice is predominantly in criminal law. The sort of material that I frequently receive includes:-

- witness Statements;
- exhibits (for example scene photographs, phone downloads, scientific reports);
- details of the previous convictions of individuals; and
- digital media containing CCTV, police interviews, or phone/computer downloads.

Who your information will be shared with

If I am instructed by you my clerks are my data processors. They will take receipt of most material I am sent and store it securely on Chambers' "Lex" database and I will be able to access this data. Physical data (for example papers or disks) will also be received by the clerks and will be locked in Chambers. On occasion I will have to take this home to work on, but the material will remain locked away.

There may be occasions where data (as part of a case I am instructed in) will have to be shared with other members of 2 KBW or other Chambers if I am unable to cover a particular hearing. This will only be done with the consent of the instructing body.

If you choose not to give personal information

You can choose not to give me personal information. This might prevent me from fulfilling my contract with you or from doing what I am professionally obliged to do and it could mean that I have to withdraw from representing you.

You can withdraw your consent to me handling your personal data at any time, and the best way to do this is by contacting my clerks.

How to get a copy of your personal data

You can get a copy of all the personal information I hold on you by contacting my clerks.

Document Retention

At the conclusion of any case I will return the papers containing my instructions to those who have instructed me. I am professionally obliged to retain documents I generate in the course of a case for a minimum of seven years, after which I will dispose of them. Papers will be securely shredded, and electronic data will be securely wiped.

This privacy statement is updated regularly, most recently on Friday 25th May 2018.