

## **Privacy Policy – 2KBW**

In connection with any services provided by Members of Chambers we may obtain certain information about you. This Privacy Policy sets out the principles governing our processing policy and the use of that information.

We will take all reasonable steps to safeguard the security and confidentiality of any information you provide to us. We will not reveal any of your information to any external organisation unless we have previously informed you that this will happen through disclosures or agreement, and we have your authority to do so. We can also disclose your information to authorised parties if we are required to by law. You agree that we may disclose any information requested or required relating to you, or if relevant, any of your clients to any regulatory authority to which we are subject or to any person in power to require such information by or under any legal enactment or where a third party has provided to our reasonable satisfaction written confirmation. In addition to this the disclosure of your data is necessary (a) for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), or (b) for the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights. We will always maintain control over the confidentiality of your information.

### **Twitter**

In regards to Twitter we reserve the right to remove your comments when they have been defamatory or otherwise unlawful.

### **Newsletter**

If you are an individual at an instructing body we may periodically send you information relating to 2 King's Bench Walk such as our quarterly newsletter or details about seminars, Chambers functions and courses we may be running. If you do not wish to receive such information, wish to stop receiving information, or want to limit the amount of information you receive from us you can inform us at any time by calling us or emailing Hannah Wright at [hannah@2kbw.com](mailto:hannah@2kbw.com)

### **Data Protection Act**

You have a right of access under the Data Protection Act to information we hold about you on our records. This information may be used for the purposes disclosed in this Privacy policy.

2 King's Bench Walk reserves the right to monitor and intercept communications for lawful business purposes. Systems personnel who operate and support electronic communications facilities need, from time to time, to monitor transmissions or observe transactional information to ensure proper functioning of the company's facilities and services. On these and other occasions, such personnel might inadvertently become aware of the contents of electronic communications. Except as provided for under Lawful Business Practice Regulations, personnel are not permitted to intentionally examine the contents of transactional information or disclose or otherwise use what they have seen, heard or read. If, however, violations of law or Company policy are discovered, personnel are required to report these to the appropriate officer.

### **Cookies**

To make sure our website – <http://2kbw.com> functions correctly we use cookies.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies allow web applications to respond to you as an individual. The web application can tailor its

operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to your needs. We only use this information for statistical analysis purposes.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

#### How to delete cookies

Please be aware that deleting cookies will impact on the functionality of our website.

Our site will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by our website, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how.

Or you can visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains information on how to remove cookies from all the major browsers.

#### Cookies used within our website

This is a list of the cookies set by our website, and what each is used for.

#### Google Analytics

Used to understand how users navigate through our website, the service is provided by Google Inc. We then use the information gathered to compile reports to improve the functionality and user experience of our website. All information collected is anonymous.

**This Privacy Statement was last updated on 4<sup>th</sup> February 2021**