

GRACE ONG

I am a self-employed barrister practising in Criminal Law at the Chambers of Matthew Farmer and Russell Pyne at 2 King's Bench Walk. My practice is predominantly prosecution based and I accept instructions from the Crown Prosecution Service, including the International Justice and Organised Crime Division, and the Complex Casework Unit. I also accept instructions on behalf of defendants from firms of solicitors to represent individuals. I very occasionally from individuals under the Direct Access scheme.

The Clerks at 2 King's Bench Walk will handle most instructions in my name for the purposes of the General Data Protection Regulations (GDPR). They are the data processors (see further, below).

How the law protects you

Your privacy is protected by law: this page explains how.

I am able to use your personal information if I have a proper reason to do so. Occasionally 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
- iii. When it is in my legitimate interest
- 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' on you. This includes information on racial/ethnic background, sexual orientation, religious beliefs, health data and criminal records (both convictions and allegations).

By instructing me it is necessary that you consent to me processing the personal data you provide me.

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 can include the preparation of a case, drafting an Advice, and representing you at a trial and/or pre-trial & post-trial court hearings.

What sort of data will I handle

My professional practice is focused on Criminal Law.

I am also the Chair of the Social Mobility Committee of the Criminal Bar Association (CBA) and am involved in interviewing for the CBA bursary awards. I will therefore receive personal data in that capacity.

I also receive personal data in my role as an advocacy trainer and educator for my Inn, The Honourable Society of Lincoln's Inn. I am also on the Inn's panel of scholarship interviewers and regularly act as a tutor in educational and ethics sessions for students, pupils and New Practitioners.

I am also involved in recruitment of pupils in chambers and receive personal data in that capacity.

Finally, I regularly take on mini-pupils and as part of chambers' policy I will receive CVs from them which has their personal information.

Criminal Law

The sort of material I will frequently receive includes:

- Witness Statements
- Exhibits (for example scene photographs, forensic reports, video recorded interviews)
- Details of the previous convictions of individuals
- CCTV, police interviews, and phone downloads, i.e. electronic material

Who your information will be shared with

If instructed by you or on your behalf, my clerks are my data processors. They will take receipt of most material I am sent and store it securely on our LEX computer system. I will be able to access this data. Physical data (for example papers or discs) is increasingly rare in my line of work, but any such material will also be received by the clerks and will be locked in Chambers. Occasionally 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 King's Bench Walk or other Chambers if I am unable to cover a particular hearing (which will 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 may, in the vast majority of cases, prevent me from fulfilling my contract with you or doing what I am professionally obliged to do. It may mean that I have to withdraw from representing you.

You can withdraw your consent to me handling your personal data at any time. The best way to do this is through contacting my clerks.

How to get a copy of your personal data

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

Document Retention

On the conclusion of a case, if there are hard copies (only) of papers I have been provided with, I will return those papers provided by instructing bodies 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 this point I will dispose of them; papers will be securely shredded, and electronic data will be securely wiped.

In relation to my educational role, I return all personal data I have been given access to to my Inn of Court on conclusion of any Inn-related educational activity.

In relation to personal data provided to me as part of the CBA bursary, this is retained in the secure drop box on my computer until the bursary interviewing process is completed and graded, whereupon it is deleted from the drobox.

In relation to personal data provided to me in my role in recruitment of pupils and the taking on of mini-pupils, this is retained on my computer until the processes are complete, whereupon it will be deleted from my computer. Any hard copies of documents are confidentially destroyed in the confidential waste bin located in chambers.

This privacy statement is updated regularly and will next be updated on or before the 20th April 2024.