

Holly Waldron

Who am I?

I am a self-employed barrister at 2 King's Bench Walk (2KBW).

I process and am responsible for personal information about you. When I do this I am the 'controller' of this information for the purposes of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA).

The clerking team of 2KBW will handle most instructions in my name for the purposes of the GDPR and DPA. If you have any questions about how your personal data is handled please do not hesitate to contact me through my clerks.

Personal Data which may be collected

When providing legal services or undertaking the other functions set out below, I collect personal information you provide which may include any or all of the following categories of personal data and special categories of personal data:

Personal Data: ("Personal Data")

1. personal details
2. financial details
3. family details
4. lifestyle and social circumstances
5. goods and services
6. education, training and employment details
7. data relating to criminal convictions and offences or related security measures
8. other personal data relevant to my provision of legal services, including data specific to the instructions or appointment in question

Special Categories of Personal Data: ("Special Categories of Personal Data")

1. data concerning health
2. data revealing racial or ethnic origin
3. data revealing political opinions
4. data revealing religious or philosophical beliefs
5. data revealing trade union membership
6. data concerning sex life or sexual orientation
7. genetic data
8. biometric data for the purpose of uniquely identifying a natural person

Collecting personal information

I may collect your personal information by various means including:

1. you transact with me, contact me or request that I contact you through various communication channels, for example, through emails, meetings and telephone calls

2. you enter into agreements with me
3. you request to be included in my Chambers email or mailing list
4. you attend events or functions organised by Chambers
5. you authorise my Chambers to obtain your Personal Data from a third party
6. you provide your Personal Data to me or my Chambers for any other reason.

Personal Information collected from others

I may also obtain personal information, including in the categories listed above, from third parties, such as other legal professionals, experts, members of the public, your family and friends, witnesses, courts, adjudicators, arbitrators, expert determiners, mediators and other forms of dispute resolution service provider, tribunals, investigators, government departments, regulators, public records and registers.

I may process your personal information for the following purposes (“Purposes”):

1. to provide professional services as a barrister, including the provision of legal advice and representation in courts, adjudications, arbitrations, expert determinations, mediations, tribunals, public inquiries, and other forms of dispute resolution procedure
2. to provide professional services as an adjudicator, arbitrator, expert determiner, judge, mediator and provider of other forms of dispute resolution services
3. to provide professional services as a member of a disciplinary tribunal or investigation panel
4. to check for conflicts of interest in relation to any of the professional services referred to above
5. to carry out anti-money laundering and terrorist financing checks
6. to obtain and administer professional indemnity insurance
7. to promote and market any of the professional services referred to above
8. to carry out office administration and keep accounting records
9. to take or defend legal or regulatory proceedings or to exercise a lien
10. to respond to potential complaints or to make complaints
11. to train other barristers, pupils, mini-pupils and secondees and when providing work-shadowing opportunities
12. to respond to requests for references
13. when procuring goods and services
14. to publish legal articles and books
15. to publish legal judgments and decisions of courts and tribunals, awards and decisions in adjudications, arbitrations, expert determinations and other forms of dispute resolution procedure, disciplinary tribunals and investigations
16. as required or permitted by law.

Whether information has to be provided by you, and why

If I have been instructed by you or on your behalf to provide professional services as a barrister or I have been appointed to provide professional services as an adjudicator, arbitrator, expert determiner, mediator or other provider of dispute resolution services, member of a disciplinary or

investigation panel, your personal information has to be provided, to enable me to provide those professional services, and to enable me to comply with my professional obligations and to keep accounting records.

I rely on the following as the lawful bases on which I process your personal information in relation to Personal Data:

1. If you are an actual or prospective client, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.
2. Processing is necessary for the purpose of my legitimate interests and/or the legitimate interests of a third party in carrying out the processing for the Purposes and my legitimate interests assessment. Processing is necessary for compliance with a legal obligation to which I am subject.
3. If you have given your consent to the processing of your personal data, I may also process that information for the Purposes to the extent of your consent. You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out before the withdrawal of your consent.

In relation to Special Categories of Personal Data:

1. Processing is necessary for the establishment, exercise or defence of legal claims or court proceedings.
2. If you have given your explicit consent to the processing of such personal data, I may process that information for the Purposes to the extent of your consent. You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out before the withdrawal of your consent.

You can choose not to give me personal information. This may 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.

Who will I share your information with?

If you are a client, some of the personal information you provide will be protected by legal professional privilege unless and until that information becomes public in the course of any proceedings or otherwise. As a barrister I have an obligation to keep your personal information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may also be necessary to share your personal information with the following third parties (“Third Parties”):

1. data processors, email service providers, and data storage service providers
2. other legal professionals
3. lay and professional clients
4. courts, tribunals and arbitral institutions

5. members of an alternative dispute resolution panel including adjudicators, arbitrators, expert determiners, co-mediators, and arbitration panel secretaries
6. members of a disciplinary tribunal or investigation panel
7. witnesses and expert witnesses (including prospective witnesses and expert witnesses)
8. interpreters and transcribers
9. the general public in relation to the publication of legal judgments and decisions of courts and tribunals
10. the parties and legal advisors and appointing or supervising institutions in relation to adjudications, arbitrations, expert determinations, and other forms of dispute resolution procedure, disciplinary and investigation proceedings
11. trainee barristers including pupils and mini-pupils, and secondees
12. my professional indemnity insurers
13. family and associates of the person whose personal information I am processing
14. in the event of complaints, the Heads of 2KBW Chambers, other members of 2KBW Chambers who deal with complaints, the UK's Bar Standards Board, and the UK's Legal Ombudsman
15. prosecution authorities
16. other regulatory authorities, including the UK's Bar Standards Board and the UK's Financial Conduct Authority,
17. the UK's Information Commissioner's Office
18. the police or intelligence services, where I am required or permitted by law to do so
19. current, past or prospective employers
20. education and examining bodies
21. business associates, professional advisers and trade bodies, e.g. the Bar Council and Legal Directories
22. the intended recipient, where you have asked me to provide a reference
23. the intended recipient as required or permitted by law

The personal information I obtain may include information from:

1. Affiliated Parties
2. data processors, and data storage service providers
3. other legal professionals
4. lay and professional clients
5. courts, tribunals and arbitral institutions
6. members of an alternative dispute resolution panel including adjudicators, arbitrators, expert determiners, co-mediators and independent investigators and arbitration panel secretaries
7. members of a disciplinary tribunal or investigation panel
8. witnesses and expert witnesses (including prospective witnesses and expert witnesses)
9. interpreters and transcribers
10. trainee barristers including pupils and mini-pupils, and secondees
11. family and associates of the person whose personal information I am processing
12. in the event of complaints, the Heads of 2KBW, other members of 2KBW who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
13. prosecution authorities

14. other regulatory authorities, including the Bar Standards Board and Financial Conduct Authority
15. current, past or prospective employers
16. education and examining bodies
17. business associates, professional advisers and trade bodies, e.g. the Bar Council and Legal Directories
18. the intended recipient, where you have asked me to provide a reference
19. the general public in relation to the publication of legal judgments and decisions of courts and tribunals
20. public sources, such as the press, public registers and law

If instructed, my clerks are my data processors. They will take receipt of most material I am sent and store it securely on Lex. 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.

Transfer of your information outside the UK and European Economic Area (EEA)

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your personal information out of the UK and EEA in any particular case or for any particular Purpose. Such transfers include transfers to cloud data storage providers situated outside the EEA.

If you are in a country outside the UK and EEA or if the instructions you provide come from outside the UK and EEA, it is inevitable that your personal information will be transferred to that country or those countries.

If you reside outside the UK and EEA or my professional services involve persons, organisations, courts, arbitral institutions, adjudicators, arbitrators, expert determiners, mediators, investigations, tribunals and other forms of dispute resolution entity outside the UK and EEA, it may be necessary to transfer your personal information to that country or those countries outside of the UK and EEA for that purpose.

If either of these cases apply to you and you wish additional precautions to be taken in respect of your personal information please indicate this when providing instructions.

Where the UK Government or the European Commission has decided that a country or part of a country outside the UK or EEA, or listed entities in such a country, ensures an adequate level of protection for personal information, I am entitled to transfer personal information to that country or to that entity in accordance with the relevant adequacy decisions. The list of European Commission adequacy decisions can be found [here](#); information on UK adequacy decisions can be found on the ICO [website](#).

In the absence of an adequacy decision by the UK Government or the European Commission, I will transfer your personal information outside the UK or EEA where there are adequate safeguards in place in respect of such transfers.

In the absence of an adequacy decision or adequate safeguards, I will only transfer your personal information outside the UK and EEA where the transfer is necessary for the establishment, exercise or defence of legal claims or you have given your explicit consent to the proposed transfer after having been informed of the possible risk of such transfer. You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out before the withdrawal of your consent.

Data Security

I store your data in electronic form in a secure IT system protected by up-to-date security including firewall, secure access and anti-virus protection. The data is stored by 2KBW on its own servers or on servers operated by highly reputable IT system providers with database centres in the UK.

When informed that a matter is closed or instructions are terminated for any other reason, hard copy papers are returned to my Instructing Solicitors or confidentially destroyed.

2KBW regularly reviews its information policy, including in relation to data security.

How long will I store your personal data?

I will normally store:

1. Your personal information until at least 1 year after the expiry of any relevant limitation period (which will usually be 15 years), from the date of the last item of work carried out, the date of the last payment received or the date on which all outstanding payments are written off (whichever is the latest). This is because it may be needed for potential legal proceedings or subject to a complaint. At this point any further retention will be reviewed and the data will be marked for deletion or marked for retention for a further period. The latter retention period is likely to occur only where the personal information is needed for legal proceedings, regulatory matters or active Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data is marked for deletion.
2. Your personal Information related to anti-money laundering checks for five years after the completion of the transaction or the end of the professional relationship, whichever is the later.
3. That part of your personal information I need to carry out conflict checks for the rest of my career. This is likely to be limited to your name and contact details and the name of the case. This will not include any Special Categories of Personal Data.
4. That part of your personal information relating to marketing purposes for an indefinite period of time or until I or my clerks become aware or are informed that you ceased to be a potential This is likely to be limited to your name and contact details

Your rights

Under the UK GDPR, you have a number of rights you may exercise in certain circumstances.

The exercise of these rights is free of charge.

In summary, you may have the right to:

1. Access to your personal information and other supplementary information
2. Correction of errors or omissions in your personal information
3. Erasure of some or all of your personal information in certain circumstances
4. A copy of the personal information you have provided to me sent to you or to a third party in a commonly used and machine readable format
5. Object at any time to processing of your personal information for direct marketing
6. Object in certain other situations to the continued processing of your personal information
7. Restrict my processing of your personal information in certain circumstances

If you want more information about your rights under the UK GDPR please see the Guidance from the Information Commissioner's Office on [Individual's rights under the UK GDPR](#).

If you want to exercise any of these rights, please contact my clerks.

How to make a complaint

The UK GDPR gives you the right to file a complaint with the Information Commissioners' Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of data protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

Future Processing

I do not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this privacy notice will be amended and placed on my website page.

Changes to this Privacy Notice

This privacy notice was first published on 18 October 2023. I continually review my privacy practices and may change this policy from time to time. When I do it will be placed on my website page.