

UK General Data Protection Regulation (“UK GDPR”)

Please read the following information carefully. This privacy notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who I share this information with, the security mechanisms I have put in place to protect your data and how to contact me in the event you need further information.

Data controller

Under the UK GDPR, I am a ‘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. My registration number is stated on my profile page on chambers website at: www.2kbw.com If you need to contact me about your data or the processing carried out, you can contact me at 2 King’s Bench Walk, Temple, London EC4Y 7DE

Information collected from you

In carrying out the provision of legal services for you, I collect some or all of the following personal information that you provide:

- a) personal details
- b) family details
- c) lifestyle and social circumstances
- d) goods and services
- e) financial details
- f) education, training and employment details
- g) physical or mental health details
- h) racial or ethnic origin
- i) political opinions
- j) religious, philosophical or other beliefs
- k) trade union membership
- l) sex life or sexual orientation
- m) genetic data
- n) biometric data for the purpose of uniquely identifying a natural person

- o) criminal proceedings, outcomes and sentences, and related security measures
- p) other personal data relevant to instructions to provide legal services, including data specific to the instructions in question.

Information collected from other sources

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers.

How I use your personal information

I may use your personal information for the following purposes:

- i. to provide legal services to you, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
- ii. to keep accounting records and carry out office administration
- iii. to take or defend legal or regulatory proceedings
- iv. to check for potential conflicts of interest in relation to future potential cases
- v. to communicate with you about services, news or updates
- vi. to address any concerns you may have
- vii. to carry out anti-money laundering and terrorist financing checks
- viii. to train other barristers and when providing work-shadowing opportunities
- ix. to publish legal judgments and decisions of courts and tribunals
- x. as required or permitted by law.

The legal basis for processing your personal information

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) require those that process personal data to have a lawful basis for doing so. The lawful basis on which I collect and use your personal information are:

- If you have consented to the processing of your personal information, then I may process your information for the purposes set out above to the extent to which you have consented to me doing so.
- If you are a 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.
- In relation to information which is in categories (g) to (o) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings) I rely on your consent for any processing for the purposes set out in purposes (ii), (v), (vi) and (viii) above. I need your consent to carry out processing of this data for these purposes. However, if you do not consent to processing for purposes (iv) and (ix) (responding to potential complaints and providing a reference) I will be unable to take your case or to provide a reference. This is because I need to be able to retain all the material about your case until there is no prospect of a complaint and to provide an informed and complete reference.
- In relation to information in categories (g) to (o) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), I am entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights.
- In relation to information which is not in categories (g) to (o) above, I rely on my legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- In certain circumstances processing may be necessary in order that I can comply with a legal obligation to which I am subject (including carrying out anti-money laundering or terrorist financing checks).
- The processing is necessary to publish judgments or other decisions of courts or tribunals.

Who will I share your personal information with?

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

It may be necessary to share your information with the following:

- Chambers' staff
- Third-party contractors, necessary for the operation of Chambers

- Other legal professionals
- Experts and other witnesses
- Law enforcement authorities and officials
- Trainee barristers, known as “pupils”
- Regulatory authorities

Transfer of your information outside the UK

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the UK or the European Economic Area (EEA) in any particular case or for a reference. However, if you reside outside the UK and EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the UK and the EEA then it may be necessary to transfer some of your information to that country outside of the UK or EEA for that purpose. If you are in a country outside the UK and EEA or if the instructions you provide come from outside the UK and EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information, please indicate this when providing initial instructions.

Some countries and organisations outside the EEA have been assessed by the European Commission, and their information protection laws and procedures have been found to show adequate protection. The number of such countries is few and the list can be found [here](#). If your information has to be transferred outside the UK and EEA, then it may not have the same protections and you may not have the same rights as you would within the UK and EEA.

If I decide to publish a judgment or other decision of a Court or Tribunal containing your information then it may be published to the world.

I will not otherwise transfer personal information outside the UK and EEA except as necessary for the conduct of any legal proceedings.

If you would like any further information, please use the contact details at the end of this document.

How long will I store your personal data?

I will normally store all your information until at least one year after the expiry of any relevant limitation period (which will usually be six years, but may be 12 years, or longer where the case includes information relating to a minor), 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, regulatory matters or active complaints.

Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data has reached the time for deletion.

I will store some of your information which I need to carry out conflict checks for the rest of my career. However, this is likely to be limited to your name and contact details/ the name of the case. This will not include any information within categories (g) to (o) above.

Consent

As explained above, I am relying on your explicit consent to process your information in categories (g) to (o) above. You provided this consent when you agreed that I would provide legal services.

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 prior to you withdrawing your consent. However, where I also rely on other basis for processing your information, you may not be able to prevent processing of your data. For example, if you have asked me to work for you and I have spent time on your case, you may owe me money which I will be entitled to claim.

If there is an issue with the processing of your information, please contact my clerks using the contact details below.

Your Rights

Under the UK GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your data or to complete missing information I hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to me or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine-readable format, e.g. a Word file;

- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict my processing of your personal information in certain circumstances;
- Request not to be the subject to automated decision-making which produces legal effects that concern you or affects you in a significant way.

If you want more information about your rights under the GDPR please see the guidance from the Information Commissioners Office [A guide to individual rights | ICO](#) .

If you want to exercise any of these rights, please:

- Use the contact details at the end of this document;
- Provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- State the right or rights that you wish to exercise.

I may need to ask you to provide other information so that you can be identified. I will respond to you within one month from when I receive your request.

Marketing Emails

You may opt out of receiving general emails and other marketing communications from 2 King's Bench Walk at any time. Please contact the clerks to make such a request.

How to make a complaint?

The GDPR also gives you the right to lodge a complaint with the Information Commissioner's 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/>.

Changes to this privacy notice

This privacy notice was published on 20 July 2023.

I continually review my privacy practices and may change this policy from time to time.

Contact Details

If you have any questions about this privacy notice or the information I hold about you, please contact me or my clerks by email at crime@2kbw.com for criminal cases or family@2kbw.com for family work or by post to 2 King's Bench Walk, Temple, London EC4Y 7DE