

## **Neil Garrod**

### **Who am I**

I am a self-employed barrister at 2 King's Bench Walk. I am willing to accept Instructions from firms of solicitors or similar, government bodies, and occasionally from individuals under the Direct Access process. Any work I do for government bodies will be quite separate from any work I do for individuals or on behalf of Solicitors.

The Clerking team of 2 King's Bench Walk will handle most Instructions in my name for the purposes of the General Data Protection Regulations (GDPR).

If you have any questions about how your personal data is handled, please do not hesitate to contact me through the Clerks.

### **How the law protects you**

Your privacy is protected by law. This page is intended to set out 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;
- 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 may receive information about you. This may include what is known as 'special data' on you, such as racial/ethnic background, sexual orientation, religious beliefs, health data and criminal records (both convictions and allegations). This will only be provided in the course of my representing you.

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 of an Advice, and representing you at a hearing.

### **What sort of data will I handle**

My practice is predominantly Immigration work, and Human Rights generally.

The sort of material I will frequently receive includes:

- Witness Statements
- Exhibits (for example, photographs, phone downloads, and the documents provided by your Solicitor, or the Home Office and their agents)
- It may include, although it usually does not, details of previous convictions of individuals.

### **Who your information will be shared with**

If I am Instructed, my Clerks may be my data processors and may take receipt of material I am sent. Physical data (for example papers or disks) may also be received by the Clerks and will be locked in Chambers. I may have to take this home to work on, but 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. 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 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.

### **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**

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 dispose of them.

This privacy statement is updated periodically. It was last updated on 18 October 2023