

## **Privacy & Data Protection Notice of Nesa OstadSaffar**

Please read this Privacy & Data Protection Notice carefully. It is addressed to individuals whose personal information I collect and process. It tells you about: the personal information about you that I collect, record, store and use; the reasons for processing it; whom I share it with; the security mechanisms I have put in place to protect it; and how to contact me in the event you need to know more. In this notice, 'GDPR' means the General Data Protection Regulation.

### **Who am I**

I, Nesa OstadSaffar, am a member of 2KBW ('Chambers'), a set of chambers at 2 King's Bench Walk, Temple, London EC4Y 7DE.

I accept instructions from firms of solicitors and government bodies (such as the Home Office and Government Legal Department).

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

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 trial.

I may collect, record, store and use (and I am responsible for) personal information about you. When I do this by automated means or a filing system and, alone or jointly with others, determine the purposes and means of the processing, I am a 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018. When I do this by automated means or a filing system on behalf of another data controller and without determining the purposes and means of the processing, I am a 'processor' of this information for the purposes of the GDPR and the Data Protection Act 2018. This Notice relates to processing carried out by me as a data controller. If you need to contact me about your personal information or the processing I carry out, you can use the contact details at the end of this Notice.

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

My practice is Common law based, which means that I cover a wide variety of law, such as family law, civil law and immigration law.

The sort of material and information I will frequently receive includes:

- 1) Witness Statements;
- 2) Exhibits (for example scene photographs, phone downloads, forensic reports);
- 3) Phone downloads and photographs;
- 4) Medical reports.
- 5) biographical information
- 6) biometric data
- 7) criminal convictions
- 8) offences
- 9) proceedings
- 10) sentences and related security measures
- 11) education
- 12) training and employment details
- 13) family details
- 14) financial details
- 15) genetic data
- 16) goods and services
- 17) lifestyle and social circumstances
- 18) other personal data relevant to instructions to provide legal services, including data specific to the case or instructions in question
- 19) personal details
- 20) physical or mental health details
- 21) political opinions
- 22) racial or ethnic origin
- 23) relationships
- 24) religious, philosophical, or other beliefs
- 25) trade union membership, and
- 26) sex life or sexual orientation.

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

If instructed my clerks are my data processors. They will take receipt of most material I am sent and store it securely on Lex, and I will be able to access this data. Any material sent to me electronically through my accounts, equipment, premises and records are all backed up, encrypted, locked, password protected, secured and/or subject to anti-virus and firewall protection as appropriate and having regard to Bar Council guidance on IT issues. 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.

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. 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 all the personal information I hold on you by contacting my clerks.

### **Document Retention**

On the conclusion of a case, I will return papers I have been 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.

### **How can you 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 EU 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:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

### **Will I ever change this Notice**

I continually review my privacy practices and may change this Notice from time to time. When I do, this Notice will be amended. I do not intend to process your personal information except for the reasons stated in this Notice. If these reasons change, this Notice will be amended.

### **How can you get in contact with me**

If you have any questions about this Notice or the information I hold about you, please contact my clerks via email: [family@2kbw.com](mailto:family@2kbw.com) or telephone: 020 7353 1746