

## Privacy Policy – Shona Probert

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I am a self-employed Barrister at 2 King's Bench Walk. The clerking team handle most instructions from solicitors and government organisations in my name therefore, if you have any queries about how personal information is handled, please contact me through the clerks.

### **How the personal information is obtained and why**

Most of the personal information we process is provided to us either from instructing organisations or directly by you in order to enable me to properly represent you.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting the clerking team at 2 King's Bench Walk
- (b) To fulfil my contractual obligation.
- (c) I have a legal obligation.
- (d) I have a legitimate interest.

### **The type of personal information collected**

Due to the nature of practice, the personal information I will generally receive and process is as follows:

- Personal identifiers, contact details and characteristics
- Witness statements
- Exhibits (including, but not limited to, phone downloads, medical information, injury and scene photographs, financial information)
- Hard copy versions of such exhibits
- Details of previous convictions of individuals involved in any case

### **How this information is used**

As a barrister, I will be required to use personal information in order to represent you in any case in which I am instructed to properly prepare the case, draft any advice or written documents to provide to my instructing organisation and to represent you at trial.

## **How your personal information is stored and disposed of and why it may be shared**

This information, both digital and physical, will be received by the clerking team at 2 King's Bench Walk and be securely stored either on Lex or locked in Chambers. At times, it may be required that I take the physical material home to continue work on this however, it will be securely stored.

On some occasions, information and/or material for a case in which I am instructed will need to be shared with other members of 2 King's Bench Walk or another Chambers if I am unable to conduct a particular hearing. This will only be shared with permission from the instructing organisation.

On conclusion of a case, I am required to retain documents which I have generated in the conduct of that case for a minimum of seven years. I will return any physical papers or materials to the instructing organisation. After the required date of retention, any material I have been professionally obliged to keep will be disposed of securely, any physical material will be securely shredded and any digital data will be securely deleted.

## **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. However, any restriction on or removal of access to this information may affect whether I can continue to act for you and may result in me having to professionally withdraw.

Please contact myself through the clerking team at 2 King's Bench Walk if you wish to make a request.

This privacy statement is regularly updated; last update being 18<sup>th</sup> October 2023.