

PRIVACY STATEMENT OF MATTHEW JOLLIFFE

Personal description

I am a self-employed barrister and a probationary tenant at 2 King's Bench Walk, a barristers' chambers based in London and Portsmouth. I accept instructions from firms of solicitors and government bodies (such as the Crown Prosecution Service). The clerking team at 2 King's Bench Walk will handle most of the instructions that are received 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 clerking team.

How the law protects you

Your privacy is protected by law. This page is intended to set out how this works. The law states 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 do so
- iii. When it is in my legitimate interest
- iv. When you consent to it

In the course of any business with me, I will likely receive information known as 'special data' relating to you. This includes information on race/ethnic background, sexual orientation, religious beliefs, health data and criminal records (both convictions and allegations). By instructing me, it is necessary for you to consent to allowing me to process the personal data that you provide.

How I use your personal information

As a barrister, I will use the personal data provided to me to represent you in the case I have been instructed in. This can include the preparation of a case, drafting of advice, and representing you at any hearings, including at trial.

What sort of data I will handle

My practice is predominantly in criminal law. The type of material that I will frequently receive includes:

- Witness Statements
- Exhibits (for example, scene photographs, phone downloads, forensic reports)
- Details of previous convictions
- Disks of CCTV, police interviews, phone downloads

Who your information will be shared with

If instructed, my clerks are my data processors. They will take receipt of most material that I am sent and store it securely on the Lex Chambers Management platform. I will be able to access this data. Physical data (for example, papers or discs) will also be received by the clerks and will be locked securely 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 provide personal information

You can choose not to provide me with personal information. This may prevent me from fulfilling my contract with you or doing what I am professionally obliged to do. It may also mean that I am obliged 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 by contacting the 2 King's Bench Walk clerking team directly.

How to get a copy of your personal data

You are entitled to a copy of all the personal information that I hold on you. This can be obtained by contacting the 2 King's Bench Walk clerking team.

Document Retention

At the conclusion of a case, I will return papers that I have been provided by my instructing bodies to those who have instructed me. I am professionally obliged to retain documents that 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.

This privacy statement is updated regularly. It was last updated on 14th October 2025.