**PRIVACY POLICY**

I am registered with the Information Commissioner’s Office (“ICO”) as a data controller for the personal data I hold and process as a barrister. My registered address is 9 King’s Bench Walk, Temple, London EC4Y 7DX and my registration number is Z6631269.

In order to provide advice to and/or to represent you, I will collect and process personal data provided by you and/or (where applicable) your solicitor or other instructing professional. I may also, if necessary, collect and process data about you or your firm from publicly available sources.

I am committed to maintaining the appropriate confidentiality, integrity and security of personal data that I process by complying with both my legal and ethical obligations in respect of data protection and privacy. To that end I will not, without your express consent (which, if given, may be withdrawn at any time), use your personal data for any other purpose than:

1. in connection with the provision of advice/representation to you and for your benefit;
2. compliance with my own statutory or other legal obligations; and
3. where necessary, for the furtherance of my own legitimate interests, as described below.

Your personal data will not be shared with any third party apart from my practice manager (where it is sent to him directly for retention by him and/or onward transmission to me), your solicitor or other instructing professional, on your or your solicitor’s/other instructing professional’s express instructions or otherwise where required to do so by law. I do, however, reserve the right to use or share such data in connection with the recovery of any fees due to me (including appointment of a debt recovery agent) or in the course of any litigation between us arising out of the work I have carried out.

No personal data will be transferred to third countries or to international organisations unless you, the client, are based overseas or you give your express consent (which again you may withdraw at any time on request).

I will take appropriate technical measures to protect the personal data I transmit, store or otherwise process against accidental or unlawful destruction, loss, alteration or unauthorised disclosure or access. All devices on which personal data is stored are password protected and all Word documents and PDFs on which I work on your behalf are also encrypted. However, e-mails and similar electronic transmission of material sent by and to me directly or through my practice manager cannot be guaranteed to be secure but attachments can be password protected on request.

All paper records are kept securely in my room or my practice manager’s room in chambers or, where necessary, at my home when I am working from there.

I will retain both paper and electronic versions of your personal data for as long as is necessary to provide my services and until my fees have been paid and also for as long as I reasonably require to retain the information to comply with any statutory or other legal or professional requirements or for my other lawful business purposes. As a general rule this will involve retaining:

1. in the case of matters dealt with on a public access or licensed access basis, copies of all papers and e-mails submitted for not less than 7 years after conclusion of the matter with a review to be carried out at the end of that period (which may lead to an extension of the period);
2. in the case of other matters, copies of all papers and e-mails submitted for not less than 7 years after conclusion of the matter, with a review to be carried out at the end of that period (which may lead to an extension of the period), unless the papers are returned or destroyed before then by arrangement with you;
3. electronic/paper copies of draft documents, advice and e-mails prepared by me (“my documents”) for not less than 7 years after conclusion of the matter, again with a review to be carried out at the end of that period (which may lead to an extension of the period);
4. electronic/paper copies of such of my documents that I require for research and for use as a precedent in similar cases indefinitely;
5. electronic copies of such data as I require for conflict checking until I deem them no longer to be required;
6. electronic copies of all data required in connection with money laundering checks for not less than 5 years after the conclusion of the matter;
7. electronic/paper copies of fee receipts indefinitely.

Please contact me if you require further information about my data retention and disposal policies.

In the event of any breach of security relating to your personal data, I will inform you at the earliest opportunity describing the nature of the breach, the possible consequences and the measures being taken to remedy the situation.

The General Data Protection Regulation gives you specific rights in relation to your personal data. You can find more information about these rights in the ICO’s website at <http://ico.org.uk/for-the-public/>.

If you are unhappy with the way in which I process your personal data, please contact me. You also have the right to lodge a complaint with the ICO. Their contact details are as follows: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 (local rate) or 01625 545 745; or see their website as above.

I may update this notice from time to time. I will notify you of any changes as and when required.

Last updated 11th May 2018