

## 9 Gough Chambers Privacy Notice

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We want you to know that when you use our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

In this notice, the following words shall have the following meanings:

We – Members of chambers, associate members, pupils, mini-pupils, working door tenants, third six pupils, squatters and/or chambers' service company (9 Gough Chambers Limited) and "us", "our" and "ourselves" shall be construed accordingly.

You – Individuals who are clients and/or other individuals whose personal information we obtain in the course of our business (except staff and applicants for positions in chambers and for references) and "your" shall be construed accordingly.

In the course of our business, we may collect, use and be responsible for personal information about you. When we do this we are the 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018.

We will collect only the minimum amount of your personal information necessary for the purpose for which we collect it.

If you need to contact us about your data or its processing you can use the contact details at the end of this notice.

### **Data Controller**

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is Chambers of Jacob Levy

QC, 5 Norwich Street, London, EC4A 1DR, our registration number is ZA245342, and our Data Protection Lead (DPL) is our Director of Operations (currently Gordon Walters).

He can be contacted at the above address by post or by telephone on 0207 832 0500 or by email to [gwalters@9goughchambers.co.uk](mailto:gwalters@9goughchambers.co.uk).

## **Data Collection**

The vast majority of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

## **Our Lawful Basis for processing your information**

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a lawful basis for doing so. The lawful bases identified in the GDPR are:

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a contract
- Compliance with a legal obligation
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes, or to prevent fraud; and

- Reporting possible criminal acts or threats to public security.

Our lawful basis is (a) you or your client's consent (b) the performance of the contract with have with you or your client or steps necessary to form such a contract and our legitimate interest is where the data subject is a client or in the service of the controller and for direct marketing purposes.

**We use your information to:**

- Provide legal services including providing advice and representing the interests of the data subject in various courts and tribunals;
- Process or support payments for our and our members' services;
- Maintain the safety, security and integrity of our services;
- Direct your enquiries to the appropriate staff member or member of chambers;
- Investigate and address your concerns;
- Communicate with you about our services, news, updates and events;

We do not use automated decision-making in the processing of your personal data.

We collect and process both personal data and special categories of personal data as defined in the GDPR. This may includes:

**Client data**

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- education, training and employment details
- physical or mental health details
- racial or ethnic origin

- political opinions
- religious, philosophical or other beliefs
- trade union membership
- sex life or sexual orientation
- genetic data
- criminal proceedings, outcomes and sentences, and related security measures
- other personal information relevant to instructions to provide legal services, including data specific to the instructions in question.

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, suppliers of goods and services, investigators, government departments, regulators, public records and other resources.

#### **Employee Data**

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Family & next-of-kin details

#### **We may share your personal data with:**

- Delivery partners,
- Our legal advisors in the event of a dispute or other legal matter;
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations;
- Any other party where we ask you and you consent to the sharing.

#### **Transfers to third countries and international organisations**

We do not transfer any personal data to third countries or international organisations.

**We retain your personal data** while you remain a member, client pupil, or employee, unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are legally required to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting client's safety and security.

## **Your Rights**

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website <https://ico.org.uk/your-data-matters/> and this is the organisation that you can complain to if you are unhappy with how we deal with you.

## **Accessing and Correcting Your Information**

You may request access to, correction of, or a copy of your information by contacting us at the Chambers of Jacob Levy QQ, 5 Norwich Street, London, EC4A 1DR marked for the attention of the Data Protection Lead or by email to [gwalters@9goughchambers.co.uk](mailto:gwalters@9goughchambers.co.uk).

## **Marketing Opt-Outs**

You may opt out of receiving emails and other messages from our organisation by following the instructions in those messages.

## **Cookies**

Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. We use cookies to:

- Remember user preferences and settings;
- Determine frequency of accessing our content;
- Measure the effectiveness of advertising campaigns;
- [Analyse site visits and trends.]

**We will occasionally update our Privacy Notice.** When we make significant changes, we will notify you of these through either mail or email. We will also publish the updated Notice on our website.

This policy was last reviewed on 10 November 2020.