

NEW BAILEY CHAMBERS PRIVACY POLICY

This Privacy Policy is adopted by New Bailey Chambers in accordance with our obligations under UK GDPR and our regulatory requirements from the Bar Standards Board.

Privacy Policy

In order to provide legal advice and representation, New Bailey Chambers will need to collect and hold personal information. This may be your personal data or information relating to other parties involved in the matter. We will take all possible steps to protect personal information. We will ensure that we do not do anything that may infringe your rights or undermine your trust. This privacy notice describes the information we may collect about you, how it is used and shared, and your rights regarding it.

Data controller

New Bailey Chambers is a Barristers Chambers regulated by the Bar Standards Board, We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process as a Barristers Chambers. Our registered address is New Bailey Chambers, 2nd Floor 10 Duke Street, Liverpool L1 5AS. If you need to contact us about your data or this privacy notice, you can reach us via this email address or at our postal address above. clerks@newbailey.com.

Data collection

All of the information that New Bailey Chambers holds about you is provided to, or gathered by us in the course of your case and/or proceedings. Your solicitor and/or New Bailey Chambers will tell you why we need the information and how we will use it. In addition to the information you may provide to New Bailey or your solicitor, we also obtain information from other sources as follows:

- Information that is available publicly in registers, searches or in the media
- Other legal professionals including solicitors and barristers and their associates, trainees and staff
- Chambers staff
- Expert witnesses
- Prosecution bodies
- Regulatory, public or administrative bodies
- Court staff & officials
- Clients
- References

What data do we process about you?

Depending on the type of work, we collect and process both personal data and special categories of personal data as defined in the UK GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Payment or bank details
- Date of birth
- Next of kin details
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.

Where relevant, we may also need to process special category personal data that reveals your:

- Racial or ethnic origin
- Political opinions
- Religious and philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Sex life and sexual orientation.

On occasion, we may also process personal data relating to criminal convictions and offences.

Our lawful basis for processing your information

In order that we can provide legal services and representation for you, we must process your personal data. The UK General Data Protection Regulation (the UK GDPR) requires that where we process personal data, we must have a lawful basis for doing so. The lawful basis identified in the UK GDPR that we seek to rely upon are as follows:

- Consent of the data subject – where this is required, we will ensure that we have your specific consent for processing your data for the specified purposes. You will also have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place prior to your withdrawal of consent.
- Performance of a contract with the data subject, or to take steps to enter into a contract.
- Compliance with a legal obligation – to comply with various regulatory and professional obligations, e.g. filing tax returns with HMRC.

- The legitimate interests of my business 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 but are not limited to:

- Provision of legal services and advice.
- For purposes of practice management, accounting and debt recovery;.
- For completion of professional regulatory requirements.
- Processing for direct marketing purposes, or to prevent fraud.
- Reporting threats to public security.
- Such other purposes as set out below.

Special category processing

The UK GDPR specifies that where we process special category data, we must rely upon certain exemptions in order to do so lawfully. The following exemptions are applicable to New Bailey Chambers:

1. We have your explicit consent to do so; or
2. It is necessary for the exercise or defence of legal claims or judicial acts.

Criminal data processing

On occasion, we process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings;
- The purpose of obtaining legal advice; or
- The purposes of establishing, exercising or defending legal rights
- Where we have your explicit consent to do so.

Purposes:

New Bailey Chambers may use your personal information for the following purposes:

- Provide legal advice and representation;
- Assist in training pupils and mini pupils;
- Investigate and address your concerns;
- Communicate with you about news, updates and events;
- Investigate or address legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Make statutory returns as required by regulatory or government bodies;
- Assist in any tendering or panel membership applications;
- Assist in any other applications for the purpose of professional development or career progression;
- Communicate legal updates and judgments to other legal professionals;
- For marketing purposes.
- For the management and administration of our practice
- To recover debt
- To manage complaints with regulators

- Communications with regulators
- Where relevant to conduct anti money laundering, terrorist financing or conflict of interest checks

In the course of processing your information to provide legal services to you, we may share your personal data with:

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil, under my training;
- Opposing counsel, for the purposes of resolving the case;
- Court Officials, including the Judiciary;
- Opposing lay clients
- Our chambers' management and staff who provide administrative services for my practice;
- Expert witnesses and other witnesses;
- My regulator or legal advisors in the event of a dispute, complaint or other legal matter;
- Head of Chambers or complaints committee within my chambers, in the event of a complaint;
- Law enforcement officials, government authorities, or other third parties, to meet any legal obligations;
- Legal directories, for the purpose of professional development;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, where complaints or disputes arise;
- Any other party where we ask you for consent, and you consent, to the sharing.
- We may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order

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 client 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 a claim or dispute;
- Where we are legally required to; or
- There are overriding legitimate business interests to do so.

We will typically retain case files for a period of 7 years following the conclusion of a case/matter or receipt of final payment, whichever is the latest. This reflects the period required by the Bar Mutual Indemnity Fund relating to potential limitation periods.

Where various pleadings and documents have been drafted, they may be retained for learning purposes and legal research. Where this is the case, we will anonymise the personal information/redact information which may identify an individual/risk assess the continued retention of the documents.

Your rights

The UK GDPR gives you specific rights in terms of your personal data. For example, you have the right of access to 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, and 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 complain to the ICO if you are unhappy with how we have processed your information or dealt with your query. You may also seek compensation for any distress you are caused or loss you have incurred.

You can find out more information from the ICO's website:

http://ico.org.uk/for_the_public/personal_information

Accessing and correcting your information

You may request access to, correction of or a copy of your information by contacting New Bailey Chambers via email at clerks@newbailey.com or via post to New Bailey Chambers, 2nd Floor 10 Duke Street, Liverpool L1 5AS.

Marketing opt-outs

You may opt out of receiving emails and other messages from New Bailey Chambers by following the instructions in those messages.

New Bailey Chambers will occasionally update its Privacy Notice. When we make significant changes, we will notify you of these through either post or email. We will also publish the updated notice on Chamber's website. www.newbailey.com

WEBSITE

Third party links

Our website may contain links to third party websites, plug-ins and applications. Clicking on those links may allow third parties to collect or share information about you. If you follow a link to a third party website, please note that these websites will have their own privacy policies and we do not accept any responsibility or liability in respect of the same.

Cookies

Cookies are small text files which are transferred from our website and stored on your computer's hard drive. They are widely used in order to make websites work, or work more efficiently as well as providing general usage information to website owners. We use cookies for these reasons only. You can set your browser to refuse some or all browser cookies, or to alert you when a website sets or accesses cookies. If you disable or refuse cookies, some parts of our website may become inaccessible or not function fully.