Privacy Notice for Ms Ella Higgs-Sharrock

As a barrister, I collect and hold personal information in the course of my practice.

This Privacy Notice describes the personal information I collect, how it is used and shared, and your rights in relation to that information.

It also sets out how to contact me if you have any questions about this Privacy Notice.

Data Controller

I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal information that I hold and process as a barrister. My registered address is One Essex Court, Temple, London EC4Y 9AR and my registration number is ZC106275.

The personal information I collect

I collect personal information about clients and prospective clients (and their beneficial owners or controllers), persons with whom they do business, and other persons (including witnesses and potential witnesses) relevant to the matters on which I advise and act, the employees and agents of all such people, Court staff and other legal professionals.

I collect personal information from my clients, their solicitors and witnesses and potential witnesses, Chambers, and from public sources.

I also collect personal information about Chambers employees, pupils and prospective pupils, and third party suppliers and service providers and their employees and agents.

I collect such information from Chambers, the individuals in question and the third party suppliers and service providers.

How I use your information

I only use your personal information if and to the extent that applicable law allows. I will therefore only process your personal information if:

- it is necessary for the performance of a contract with you or to take steps to enter into a contract with you;
- it is necessary in connection with a legal obligation;
- you have given your consent (where necessary) to such use or the organisation you work for has obtained your consent (where necessary) to share your personal information with me;
- it is necessary in the public interest;
- it is necessary to protect the vital interests you or another individual; or
- if I (or a third party) have a legitimate interest which is not overridden by your interests or your rights and freedoms.

The legitimate interests for which I process personal data are as follows:

- providing legal advice and representation for my clients;
- the running of my practice, including carrying out administrative and operational processes;
- where required, complying with legal obligations to identify and verify the identity of my clients and their beneficial owners;
- maintain and develop my business relationship with solicitors and clients;
- communicate with you about news, updates and events;
- assist in training pupils and mini-pupils; and
- address any enquiries or complaints received from you.

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

The data I collect and process includes current and historical personal information including your name and contact details, your organisation and employment history, details of allegations about you in connection with the matters on which I am instructed, which may include information about your age, sex, health, family and business relationships, religious belief and any criminal or regulatory record.

I may share your personal data with:

- my instructing solicitors
- pupils or mini pupils, under my training
- legal advisers acting for other parties involved in a case
- Chambers staff who provide administrative services
- third party suppliers of services for my practice, including technology suppliers providing software support
- my accountant
- regulatory or governmental authorities
- legal advisors in the event of a dispute or other legal matter
- Court officials and staff
- other third parties to meet my legal obligations
- any other party where I ask you and you consent to the sharing.

How I may transfer your personal information internationally

The Data Protection Act 2018 imposes restrictions on the transfer of personal data outside the European Union (EU), to third countries or international organisations.

I have clients based outside the EU and am instructed in relation to litigation and arbitration being conducted outside the EU. I may therefore need to transfer your personal information outside the EU. Where I transfer your personal information outside the EU, I will take reasonable steps to ensure that it adequately protected. Transfers may be made where the European Commission has decided that a third country, a territory or one or more specific sectors in the third country, or an international organisation ensures an adequate level of protection.

The Data Protection Act 2018 permits the transfers of personal data outside the EU for certain specific situations. A transfer, or set of transfers, may be made where the transfer is:

- made with the individual's informed consent;
- necessary for the performance of a contract between the individual and the organisation or for pre-contractual steps taken at the individual's request;
- necessary for the performance of a contract made in the interests of the individual between the controller and another person;
- necessary for important reasons of public interest;
- necessary for the establishment, exercise or defence of legal claims;
- necessary to protect the vital interests of the individual or other persons, where the individual is physically or legally incapable of giving consent; or
- made from a register which under English or EU law is intended to provide information to the public (and which is open to consultation by either the public in general or those able to show a legitimate interest in inspecting the register).

How long I retain your personal information

I will only retain your personal information for so long as is necessary for the purpose for which I collected it, including for the purposes of complying with any legal, regulatory or accounting requirements.

My Retention and Disposal Policy (copy available on request) details how long I hold data for and how I dispose of it when it no longer needs to be held. I will delete or anonymise your information at your request unless:

- there is an unresolved issue, such as claim or dispute;
- I am legally required not to; or
- there are overriding legitimate business interests.

Your Rights

The Data Protection Act 2018 gives you specific rights around your personal information. For example, you have to be informed about the personal information I hold and what I use it for, you can ask for a copy of the personal information I hold about you, you can ask me to correct any

inaccuracies with the personal information I hold, you can ask me to stop sending you direct mail, or emails, or in some circumstances ask me to stop processing your details.

Where I process your personal information as a result of your consent, you may withdraw your consent for such processing at any time, in which case I will no longer process your personal information for the purpose you originally agreed to unless I have another legitimate basis for doing so.

Finally, if I do something irregular or improper with your personal information 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/make-a-complaint/ .

If you have any question or concern about how I deal with your personal information, please contact me. I hope to be able to resolve any question or concern you may have, but if not you may contact the Information Commissioner's Office, the UK supervisory authority for data protection issues, at www.ico.org.uk/concerns.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me at One Essex Court, Temple, London EC4Y 9AR and/or EHiggsSharrock@oeclaw.co.uk.

Marketing Opt-Outs

You may opt out of receiving emails and other messages from my Chambers 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.

The Chambers website use cookies to:

- validate users
- remember user preferences and settings
- improve the user experience
- determine frequency of accessing our content
- measure the effectiveness of advertising campaigns;

and

- analyse site visits and trends.