
PRIVACY NOTICE
SANDY PHIPPS, ONE ESSEX COURT

INTRODUCTION

Thank you for choosing to instruct me in your case.

The purpose of this notice is to inform you that I am likely to need to collect and hold personal information in order to represent you or your organisation. I will take proper steps to protect that personal information.

This notice describes the type of personal information I will collect, how it is used and shared, and the rights of data subjects regarding it.

DATA CONTROLLER

I am registered with the Information Commissioner's Office (**ICO**) as a Data Controller for the personal data that I hold and process as a barrister. My registered address is One Essex Court, Temple, London, EC4Y 9AR and my registration number is Z2706915.

DATA COLLECTION

All or the vast majority of the personal information I hold will be provided to me in the course of your case. Your solicitor and/or I will tell you why we need the information and how we will use it.

THE BASES ON WHICH I PROCESS PERSONAL INFORMATION

The General Data Protection Regulation (**GDPR**) requires all organisations that process personal data to have a lawful basis for doing so. These are one or more of the following:

- 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.
- My legitimate interests or those of a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of 'legitimate interests' for the last of the above bases include the following:

- Where the data subject is a client or in the service of the controller.
- Transmission within a group of undertakings for internal administrative purposes.
- Processing necessary to ensure network and information security, including preventing unauthorised access.
- Processing for direct marketing purposes, or to prevent fraud.
- Reporting possible criminal acts or threats to public security.

I process personal data pursuant to most of the permitted bases. In many cases I will, for example, have the consent of all or at least some relevant data subjects to process personal information. In some cases I will need to process personal information to protect vital interests or to further my legitimate interests. And in all cases I will need to process personal information in order to comply with my legal obligations and perform tasks in the public interest.

USE OF PERSONAL INFORMATION

I use personal information for all of 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 law.

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

I collect and process both personal data and special categories of personal data as defined in the GDPR. This includes data relating to you as my client or other data subjects, which may include all or any of the following:

- Names.
- Email addresses.
- Phone numbers.
- Addresses.
- Financial information, including, without limitation, bank details and bankruptcy and insolvency information.
- Dates of birth.
- Location details.
- Device IP addresses.
- Medical records.
- Criminal records.

I may share personal data with persons or organisations including the following:

- Instructing solicitors.
- Court or tribunals, for the purposes of conducting or resolving a case.
- Pupil or mini pupils in my Chambers.
- Opposing Counsel and/or solicitors.
- My Chambers management and staff who provide administrative services.
- My regulator or legal advisors in the event of a dispute or other legal matter.
- Law enforcement officials, government authorities, or other like third parties (so far as may be required by law or in order to further the legitimate interests of such organisations).
- Any other party, with written consent of the data subject(s).

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the GDPR.

RETENTION OF PERSONAL INFORMATION

I will retain personal data for a limited period of time. At a minimum, this will be for the duration of the case on which you have instructed me.

I have a Retention and Disposal Policy which applies to the records I create during the course of my practice. A copy of this policy is available on request. It provides details of the length of time for which I hold my practice records and how I dispose of them when they no longer need to be held.

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 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 us to correct any inaccuracies with the personal data I 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 I 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/make-a-complaint/your-personal-information-concerns/> and this is the organisation that you can complain to if you are unhappy with how I dealt with you.

ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION

You may request access to, correction of, or a copy of your personal information by contacting me at my registered address (see page 1 above).

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.

My Chambers website use cookies to:

- Validate users.
- Remember user preferences and settings.
- Determine frequency of accessing our content.
- Measure the effectiveness of advertising campaigns.

- Analyse site visits and trends.

CHANGES TO THIS NOTICE

I will occasionally update this notice. I will notify you of these updates and, additionally, will publish the updated notice on my website profile.