

Privacy Policy for Stephanie Wood

1. I recognise the importance of being clear about how I intend to use your personal data. This Privacy Policy describes the information I collect about you, how it is used and shared, and your rights regarding it.

Data Controller

2. I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that I process as a barrister. My registered address is One Essex Court, Temple and my registration number is ZA109472.

Data Collection

3. I will record, use and protect any personal data I collect about you in accordance with applicable data protection legislation. The purpose of processing your personal data is:
 - a. to enable me to provide legal services, advice and representation;
 - b. for conflict-checking;
 - c. for use in the defence of potential complaints, legal proceedings or fee disputes;
 - d. to comply with regulatory and legal obligations;
 - e. for keeping anti-money laundering records;
 - f. for exercising a right to a lien;
 - g. for record keeping and administrative purposes;
 - h. to assist in training pupils and mini-pupils; and
 - i. to investigate and address your concerns.
4. I may receive personal data about you from third parties. Where I receive your personal data from third parties, I shall process it in accordance with this Privacy Policy. I may receive your personal data from a number of sources including from clients, solicitors, counsel, a court or tribunal, witnesses or from publicly available sources.

Lawful Basis for Processing

5. The lawful basis upon which your personal data will be processed will include one or more of the following bases:
 - a. your consent where freely given;
 - b. performance of a contract, including undertaking instructions in a given matter;
 - c. to comply with a legal obligation;
 - d. to protect the vital interests of you or another person;
 - e. to perform a task carried out in the public interest or in the exercise of official authority vested in me; and

- f. for the legitimate interests of you (as data subject), me (as data controller) or a third party, except where such interests are overridden by the interests, rights or freedoms of you as the data subject. The legitimate interests include:
 - i. to enable me to provide legal services, advice and representation;
 - ii. for conflict-checking;
 - iii. for use in the defence of potential complaints, legal proceedings or fee disputes;
 - iv. to comply with regulatory and legal obligations;
 - v. for keeping anti-money laundering records;
 - vi. to assist in training pupils and mini-pupils;
 - vii. for exercising a right to a lien;
 - viii. where the data subject is a client, in order to maintain that client relationship;
 - ix. for direct marketing;
 - x. for record keeping and administrative purposes;
 - xi. to investigate and address your concerns;
 - xii. to ensure network and information security; and
 - xiii. to prevent fraud.

Types of Personal Data

- 6. I collect and process personal data including, but not limited to, your name, job title, profession, email address, phone number, address, company or business details, financial details, bank details, date of birth, device IP address, criminal records, medical records, property interests, education and employment history, pension details, ethnic origin or religious background. In each case this personal data is processed in accordance with this Privacy Policy.

Recipients of personal data

- 7. I may share your personal data with:
 - a. courts and other tribunals including arbitral tribunals;
 - b. barristers, solicitors and other legal professionals;
 - c. pupils, mini-pupils and work experience students;
 - d. lay and professional clients;
 - e. witnesses and potential witnesses, including expert witnesses;
 - f. clerks and chambers' staff and administrators;
 - g. regulatory or legal advisors in the event of a dispute or other legal matter;
 - h. ombudsmen and regulatory authorities;
 - i. current, past or prospective employers;
 - j. education and examining bodies;
 - k. professional advisers and trade bodies; and
 - l. third parties:
 - i. where I ask you and you consent to the sharing;

- ii. if carrying out a legal or regulatory duty;
- iii. if it is necessary to do so to enforce my contractual rights;
- iv. to lawfully assist the police or security services with the prevention and detection of crime or terrorist activity;
- v. where such disclosure is necessary to protect the safety or security of any persons; and/or
- vi. otherwise as permitted under applicable law.

Transfers to third countries and international organisations

- 8. I transfer personal data to all countries worldwide, including countries which have no adequacy decision of the EU Commission. The transfers to third countries with inadequate protection will be undertaken:
 - a. for the purpose of performing the contract with you and/or the contract concluded in your interests;
 - b. because the transfer is necessary for the establishment, exercise or defence of legal claims; and/or
 - c. to protect the vital interests of you or a third party.
- 9. Any mobile device that I use, such as mobile phones, tablets and laptops are password protected and either encrypted to protect all content, including any personal data as well as confidential and privileged information, or hold no such data or information.

Data Retention

- 10. My Retention and Disposal Policy (copy available on request) details in full how long I hold data for and how I dispose of it when it no longer needs to be held. I will retain your personal data while you remain a client unless you ask me to delete it. I will delete or anonymise your information at your request unless:
 - a. there is or may be an unresolved issue, such as a claim or disputes;
 - b. I am legally required to retain it; or
 - c. there are overriding legitimate business interests, including but not limited to fraud prevention and protecting clients' safety and security.

Your Rights

- 11. You have the right to make a request to:
 - a. access to your personal data;
 - b. correct or update your personal data;
 - c. restrict the processing of your personal data; or
 - d. object to the processing of your personal data.

12. If you provide consent for me to process your personal data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal. This will also not affect the lawfulness of processing your personal data under another applicable Lawful Basis listed at clause 5 above.

Updates to Privacy Policy

13. I may occasionally update my Privacy Policy and will publish the updated Policy on my Chambers' website profile.