

## Privacy Notice

### Introduction

I need to collect and hold personal information to provide legal advice and representation. This may be your personal data or information relating to other parties involved in the matter. This privacy notice describes the information I collect, how it is used and shared, and your rights regarding it.

### Data controller

I am a self-employed barrister and member of Ten Old Square. 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 10 Old Square, London WC2A 3SU and my ICO registration number is ZB169299.

### Data collection

I will obtain personal information during my practice. In addition to any information provided by you and/or your solicitor, I may also obtain information from sources such as:

- Chambers staff
- Other legal professionals
- Regulatory, public or administrative bodies
- Court staff & officials
- Expert witnesses
- Clients
- References

I may also obtain information available to the public, from e.g., public registers, law reports, and the press.

### What data do I process about you?

The personal data I process may include:

- Names
- Contact details
- Date of birth
- Next of kin details
- Education and employment history
- Information relating to backgrounds & current circumstances
- Financial information, including payment or bank details

Where relevant, I may also need to process special category personal data (as defined in the UK GDPR) that reveals:

- Racial or ethnic origins
- Political views or opinions
- Religious or philosophical beliefs
- Trade union memberships

- Genetic or biometric data
- Health data
- Data concerning your sex life and sexual orientation

I may also process personal data relating to criminal convictions and offences.

### **Purposes**

I intend to use this information for the following purposes:

- Providing legal advice and representation
- Managing and administering my practice
- Training and selecting pupils and mini-pupils
- Assisting applications for professional development
- Promoting and marketing my services
- Recovering debt
- Communicating with regulators and taking or defending any regulatory proceedings
- Conducting anti-money laundering, terrorist financing or conflict of interest checks
- Responding to any complaints
- Other purposes required or permitted by law

### **My lawful basis for processing your information**

I rely on the following as lawful bases for processing personal data:

- I may process your information to the extent to which you have consented to me doing so. You have the right to withdraw your consent at any time. Where you do so, this will not affect the legality of data processing that had taken place before the withdrawal of consent.
- If you are a client or a potential client, processing may be necessary to perform a contract for legal services or take steps at your request before entering into such a contract (e.g., reviewing data to provide a fee quote).
- To comply with various legal obligations.
- The legitimate interests of my practice, having regard in particular to the purposes set out above.

Where I process special category data, I do so because it is necessary to exercise or defend legal claims or judicial acts and/or because I have your express consent to do so.

### **Criminal data processing**

On occasion, I may process data relating to criminal offences where I have your consent to do so and/or where it is necessary in connection with legal proceedings, obtaining legal advice, or establishing, exercising or defending legal rights.

### **Persons with whom I may share information**

While processing information, I may share your personal data with:

- Instructing solicitors or other legal professionals involved in your case

- Opposing counsel and lay clients
- Witnesses
- Court officials, including the judiciary
- Chambers' management and staff who provide administrative services for my practice
- Pupils or mini-pupils
- Regulators, arbitrators or my legal advisors where a complaint or dispute arises
- Accountants and banking officials
- Legal directories, panels or tendering committees
- Law enforcement officials, government authorities, or other parties required by law
- Any other party where you consent to such sharing

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

This privacy notice is of general application: it is not possible to state whether it will be necessary in any particular case to transfer your information internationally. If your case involves persons or parties outside the UK, then it may be necessary to transfer some of your information outside the UK.

My cloud data is stored by Dropbox Business and/or OneDrive. I am satisfied that such transferred data is fully protected and safeguarded as required by the UK GDPR.

### **Retention of data**

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.

### **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 I hold, and you can ask for a copy of the personal information I hold about you. If you are unhappy with how I have processed your information, you can complain to the ICO.

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

[http://ico.org.uk/for\\_the\\_public/personal\\_information](http://ico.org.uk/for_the_public/personal_information)

### **Contact Details**

If you have any questions about this privacy notice or the information I hold about you, please contact me.

The best way to contact me is to write to me at 10 Old Square, London WC2A 3SU or contact my clerks by email at [clerks@tenoldsquare.com](mailto:clerks@tenoldsquare.com) or phone at 020 7405 0758.

Ten Old Square's Data Protection Manager is our Senior Clerk, Mr Keith Plowman; his contact details are:

Keith Plowman  
Senior Clerk (as DPM)  
10 Old Square



Lincoln's Inn  
London  
WC2A 3SU

[keithplowman@tenoldsquare.com](mailto:keithplowman@tenoldsquare.com)

### **Chambers' Privacy Notice**

If you would like to review my Chambers' Privacy Notice which covers the personal data processed by my Chambers, then [please click here](#).

Thomas James (ICO Reg. ZB169299)  
10 Old Square, London WC2A 3SU

**5 May 2023**