Privacy Notice

Introduction

I need to hold and process personal information to provide legal advice and representation. This may be your personal data or information relating to other parties involved in the matter.

I may also hold and process personal information on behalf of Ten Old Square (my '**Chambers**') to support Chambers' administrative processes. For example, when assisting with the pupillage process, I need to collect data concerning pupils, mini-pupils, and applicants.

This privacy notice describes the information I collect and process, how it is used and shared, and your rights regarding it.

This notice applies to everyone whose personal data I process in my practice. That includes my clients, but also opposing parties, witnesses, and others involved in or connected with a matter. References to "you" should be read accordingly.

Data controller

I am Thomas James, 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, Lincoln's Inn, London WC2A 3SU and my ICO registration number is ZB169299.

Where data is processed by me on behalf of Chambers, I am a data processor on behalf of the Head of Chambers.

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, e.g., from public registers, law reports, and the press. I may also record information through recordings or transcriptions of meetings, where I use AI note-taking tools.

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 process such data for the following purposes:

- Providing legal advice and representation
- Managing and administering my practice
- Training and selecting pupils and mini-pupils
- 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

Personal data obtained for anti-money laundering checks will be processed only for the purposes of preventing money laundering, terrorist financing or proliferation financing, unless otherwise permitted by law.

Lawful basis

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 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, my professional indemnity insurers or my legal advisors where a complaint or dispute arises
- Accountants and banking officials
- IT, software and cloud service providers who support my practice
- 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 principally by Dropbox Business and/or OneDrive. I am satisfied that where my service providers store or access personal data outside the UK, it is protected either by UK adequacy regulations or by safeguards approved under UK data protection law, such as the International Data Transfer Agreement. Details of these safeguards are available on request.

Retention of data

My normal retention period is 15 years from the date I last worked on the case, or one year after the expiry of any relevant limitation period if later, after which I will review the personal data I hold. I may retain my own written work and the information needed for conflict checks for longer.

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.

When I process data on behalf of Chambers, a Chambers Policy will detail how I retain data relating to such work (for example, the Chambers' Pupillage and Junior Recruitment Policy details how I retain data relating to pupillage work).

Personal data obtained for anti-money laundering customer due diligence will be retained for the same period as other personal data relating to the matter, with the consent of the data subject (regulation 40(5)(b) of the Money Laundering Regulations 2017). Where consent has not been given or is withdrawn, it will be deleted five years after the end of the business relationship or completion of the transaction, unless another exception applies.

Your rights

The UK GDPR gives you specific rights in terms of your personal data. These include the right to access the personal data I hold about you and to ask for a copy of it, and the rights to have it corrected or erased, to restrict how it is processed, and to receive it in a portable format.

You also have the right to object to my processing of your personal data where I rely on my legitimate interests, and the right to object at any time to its use for direct marketing.

If you are unhappy with how I have processed your information, please contact me first via my clerks (details below). You also have the right to complain to the ICO.

You can find out more information from the ICO's website: https://ico.org.uk

Contact Details

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

The best way to contact me is via my clerks by email at clerks@tenoldsquare.com or at 020 7405 0758.

Ten Old Square's Data Protection Manager is Debbie Thomas; she can be reached at the above telephone number and also at: debbiethomas@tenoldsquare.com

Chambers' Privacy Notice

If you would like to review Chambers' Privacy Notice which covers the personal data processed by Chambers, then please click here.

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

Last updated: 27 October 2026