

Privacy Notice

Please read the following information carefully. This privacy notice contains information about what data we collect and store about you and why. It also tells you who we share this data with, the security mechanisms we have put in place to protect your data, and how to contact us if you have a complaint.

9 Stone Buildings, Barristers' Chambers collects, uses, and is responsible, for personal data about you or your client. When we do this we are a joint 'controller', along with any instructed Barrister, Mediator or Arbitrator, of this data for the purposes of the General Data Protection Regulation and other applicable data protection laws.

If you have any queries or comments on this policy please contact: The Senior Clerk, 9 Stone Buildings, Barristers' Chambers, Lincoln's Inn, London, WC2A 3NN, United Kingdom, telephone: 020 7404 5055, or email alan@9stonebuildings.com.

What do we do with your information?

Information collected by us

When we are in receipt of your enquiry, instructions, application or exchange of business details, we may collect the following personal data that you may provide to us via an email, other electronic sources, paper or telephone instruction, which could contain personal opinions, political beliefs, medical history, family and financial details.

- Information that you provide via an email address, or other electronic sources.
- Name
- Contact Information which may include home address, telephone number and email address.
- Details of your instructions.
- Any evidence obtained throughout your instruction.
- A record of any correspondence.
- Details of your visits to Chambers for meetings with counsel via a diary entry.
- Some sensitive personal information regarding an instruction or application.

How we use your personal information

We use your personal information for the following purposes:

- To provide a service to you or your client.
- Act on behalf of your client.
- Investigate on behalf of your client,
- Process applications for recruitment purposes.

Why information has to be provided by you

Personal data relating to your enquiry, instructions, or sent to us for employment or recruitment purposes, is to enable us to act on your behalf or on behalf of your client, or provide employment or membership. It may be necessary to collect further data from you. We will inform you whether you are required to provide this information to us.

Legal reasons we collect and use your personal information

We rely on your instructions as a contract to act on your behalf which is the legal basis for processing your data.

Who will we share your personal information with?

We have relationships with a number of joint controllers and third parties that we routinely share data relating to your instructions, for example, your name, address and case

information. For a list of these third parties please contact us on details below. This data sharing enables us to carry out contractual and legal obligations in order to provide a service to you or your client. and conduct administrative support to Barristers, Mediators and Arbitrators.

We will share personal data with law enforcement agencies if required by applicable law.

We will not share your personal data with any other third parties without your consent.

If you are a resident of the European Economic Area (EEA) your data will not transferred outside the EEA without your consent.

If you would like any further information please contact The Senior Clerk, 9 Stone Buildings, Barristers' Chambers, Lincoln's Inn, London, WC2A 3NN, United Kingdom, telephone: 020 7404 5055. Or email alan@9stonebuildings.com

How long will we store your personal data?

Chambers hold data securely and in line with any regulatory obligations. Throughout the process of your instruction personal and sensitive data is taken and is required to ensure that all of our information is correct, so we can handle your enquiry or instruction in a timely and lawful manner. Any documentation, requests, evidence and associated notes or telephone recordings will be stored. All of our Clerks within Chambers will need access to your personal and sensitive data in order to conduct our contractual obligations with the Barrister, Mediator or Arbitrator. This information will be kept for 17 years, and then deleted.

Consent

As a business we are relying on your legitimate interest to send to you information about any events we are holding, or send to you newsletters about Chambers. You provided this consent when you provided your details to us during training and networking events, or electronic communication.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity we have carried out prior to you withdrawing your consent. You can opt-out by sending through an email, calling or writing to us at 9 Stone Buildings, Barristers' Chambers, Lincoln's Inn, London, WC2A 3NN, United Kingdom, telephone: 020 7404 5055 or email alan@9stonebuildings.com.

Your Rights

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information.
- Access to your personal data and other supplementary data.;
- Require us to correct any mistakes or complete missing data we hold on you.
- Require us to erase your personal data in certain circumstances.
- Receive a copy of the personal data you have provided to us, and have this data be sent to a third party. The data will be provided to you or the third party by paper or in a structured, commonly used and machine readable format.
- Object at any time to processing of your personal data for direct marketing.
- Object in certain other situations to the continued processing of your personal data.
- Restrict our processing of your personal data in certain circumstances.
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, please:

- Email, call or write to us as above.
- Provide proof of your identity and address so that we can identify you, for example; a copy of your passport, , driving licence, , utility bill. We may need to contact you to request further data to verify your identity.
- State the right or rights that you wish to exercise.

We will respond to you within one month from when we receive your request. Please note if you wish to unsubscribe from any email you can do so by emailing clerks@9stonebuildings.com. It may take 14 days for this to become effective.

How to make a complaint? -

We hope that you are happy with our service. However, if you wish to make a complaint, it should be made to the Senior Clerk who in the first instance may resolve any issues or complaints raised. Please get in touch if you have any concerns (see 'Get in touch' below). A full copy of our Complaints Procedures can be provided on application or on our web site: www.9stonebuildings.com

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union or European Economic Area. The UK supervisory authority is the Information Commissioner's Office who can be contacted at <https://ico.org.uk/concerns/>. If you lodge a complaint, you will have to state where you work or normally live, or where the alleged infringement of data protection laws occurred.

Our Security

As Chambers we take data security seriously, and want to ensure you and your client are aware of what procedures and processes we have in place to support this assertion. Our IT is outsourced to Focus PC Support Services for general IT issues, and we use Advanced Computer Software Ltd for fee system support. We have undergone due diligence to ensure GDPR compliance from these companies. We have Third Party agreements in place which clearly defines how any data we provide to them is processed in accordance with this policy. We conduct reviews of our policies and data on an annual basis to ensure that no data is kept for longer than is necessary and the relevant retention periods are adhered to.

Future Processing

We do not intend to process your personal data for any reason other than stated within this privacy notice. If this changes, we will inform you by your preferred method of contact which we will have obtained from the outset.

Changes to this privacy notice

This privacy was last updated in May 2018.

We constantly review our internal privacy practices and may change this policy from time to time. When we do we will inform you by your preferred method of contact.

Get in touch

If you have any questions about this privacy notice or the information we hold about you, please contact us directly and we will happily discuss this with you.

The best way to reach us is to contact The Senior Clerk on details above, or alternatively, please use the following general contact details:

Letter: The Senior Clerk, 9 Stone Buildings, Barristers' Chambers, Lincoln's Inn, London, WC2A 3NN, United Kingdom.

Telephone: 020 7404 5055.

Email: alan@9stonebuildings.com

Alternative formats

If it would be helpful to have this notice provided in another format (for example: in another language, audio, braille) please contact us (see 'Get in touch' above).