

## **UK GDPR Privacy Policy**

### **PRIVACY POLICY OF:**

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**ICO REGISTRATION NUMBER: Z2512352**

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**Next review date: 6 DECEMBER 2024**

## Privacy Policy

*In order to provide legal advice and representation, I need to collect and hold personal information. Where you are my client, this may be your personal data, or it may be information relating to other persons involved in a matter. I will take appropriate steps to protect personal information. I will ensure that I do not do anything that may infringe your rights as the data subject or undermine your trust. This privacy notice describes the personal information I collect, how it is used and shared, and your rights regarding it.*

### **Data controller**

*I, Susanna Rickard, am a member of Serjeants' Inn Chambers. 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 Serjeants' Inn Chambers, 85 Fleet Street, London, EC4Y 1AE and my ICO registration number is Z2512352. If you need to contact me about your data or this privacy notice, you can reach me at the above address or by email addressed to [clerks@serjeantsinn.com](mailto:clerks@serjeantsinn.com) marked in the subject line "FAO Susanna Rickard – data/privacy notice enquiry".*

### **Data collection**

*Where you are my client, the vast majority of the information I may hold about you is provided to, or gathered by, me in the course of your case and/or proceedings. Where you are my client, my solicitor and/or I will tell you why we need the information and how we will use it. In addition to information provided to me or my solicitor, I may also obtain information from other sources as follows:*

- *Information that is available publicly in registers, searches or in the media*
- *Other legal professionals including solicitors and barristers and their associates, trainees and staff*
- *Chambers' staff*
- *Expert witnesses*
- *Prosecution bodies*
- *Regulatory, public or administrative bodies*
- *Court staff & officials*
- *Clients*

### **What data do I process?**

Depending on the type of work, I collect and process both personal data and special categories of personal data as defined in the UK GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Payment or bank details

- Date of birth
- Next of kin details
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.

Where relevant, I may also need to process special category personal data that reveals:

- Racial or ethnic origin
- Political opinions
- Religious and philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Sex life and sexual orientation.

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

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

In order that I can provide legal services and representation and carry out my activities as a business, I must process your personal data. The UK General Data Protection Regulation (the UK GDPR) requires that where I process personal data, I must have a lawful basis for doing so. The lawful bases identified in the UK GDPR that I seek to rely upon are as follows:

- **Consent of the data subject** – where this is required, I will ensure that I have your specific consent for processing your data for the specified purposes. You will also have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place prior to your withdrawal of consent.
- **Performance of a contract with the data subject, or to take steps to enter into a contract.**
- **Compliance with a legal obligation** – to comply with various regulatory and professional obligations, e.g. filing tax returns with HMRC.
- **The legitimate interests of my business or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.**

Examples of legitimate interests include but are not limited to:

- Provision of legal services and advice.
- For purposes of practice management, accounting and debt recovery.
- For completion of professional regulatory requirements.
- Processing for direct marketing purposes, or to prevent fraud.
- Reporting threats to public security.

- Such other purposes as set out below.

### **Special category processing**

The UK GDPR specifies that where I process special category data, I must rely upon certain exemptions in order to do so lawfully. The following exemptions are applicable in my practice

1. I have your explicit consent to do so; or
2. It is necessary for the exercise or defence of legal claims or judicial acts.

### **Criminal data processing**

On occasion, I process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings;
- The purpose of obtaining legal advice;
- The purposes of establishing, exercising or defending legal rights; or
- Where I have your explicit consent to do so.

### **Purposes:**

#### **I use your personal information for 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 or intended legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Prepare or make any statutory returns e.g. HMRC returns;
- Assist in any tendering or panel membership applications;
- Assist in any other applications or submissions for the purpose of professional development or career progression, such as to legal directories (where this purpose is relevant, your data will be altered so that the material does not identify you to others);
- Communicate legal updates and judgments to other legal professionals;
- Assist in creating training/learning materials for other professionals (where this purpose is relevant, your data will be altered so that the material does not identify you to others)
- For marketing purposes;
- For the management and administration of my practice;
- To recover debt;
- To manage complaints with regulators;
- Communications with regulators;

- Where relevant to conduct anti money laundering, terrorist financing or conflict of interest checks.

**In the course of processing your information to provide legal services, I may share your personal data with:**

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil, under my training;
- Opposing counsel or solicitors, for the purposes of resolving the case;
- Court Officials, including the Judiciary;
- Opposing lay clients;
- My chambers' management and staff who provide administrative services for my practice;
- Expert witnesses and other witnesses;
- My regulator or legal advisors or insurers in the event of a dispute, complaint or other legal matter;
- Head of Chambers or complaints committee within my chambers, in the event of a complaint;
- Law enforcement officials, government authorities, insurers or other third parties, to meet any legal or regulatory obligations;
- Legal directories, for the purpose of professional development;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, where complaints or disputes arise;
- Any other party where I ask you for consent, and you consent, to the sharing.
- I may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order

**Transfers to third countries and international organisations**

I do not transfer any personal data to third countries or international organisations.

**Retention of personal 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. I will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as a claim or dispute;
- I am legally required to; or
- There are overriding legitimate business interests to do so.

The vast majority of the data I process is electronic and, where the data I process is in hard copy, it is usually a hard copy version of material available electronically. I will typically retain electronic data relating to a case for a period of fifteen years following the conclusion of a case/matter or receipt of final payment, whichever is the latest. I may destroy hard-copy data when it is no longer required, which may be during a case, or promptly following the conclusion of a case. This takes into account the period required by the Bar Mutual Indemnity Fund relating to potential limitation periods, guidance issued by the Bar Council updated in November 2020, and the principle of data minimisation.

Where various pleadings and documents have been drafted, they may be retained for learning purposes and legal research. Where this is the case, I will anonymise the personal information/redact information which may identify an individual/risk assess the continued retention of the documents.

## 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 what I use it for; you can ask for a copy of the personal information I hold about you.

You can ask me to correct any inaccuracies with the personal data I hold, and you can ask me to stop sending you direct mail or emails or, in some circumstances, ask me to stop processing your details.

Finally, if I do something irregular or improper with your personal data, you can complain to the ICO if you are unhappy with how I have processed your information or dealt with your query. You may also seek compensation for any distress you are caused or loss you have incurred.

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

<http://ico.org.uk/for-the-public/personal-information>

## Accessing and correcting your information

You may request access to, correction of, or a copy of your information by contacting me at [clerks@serjeantsinn.com](mailto:clerks@serjeantsinn.com) with "FAO S Rickard – GDPR data request" in the subject line of the email.

## Marketing opt-outs

You may opt out of receiving emails and other messages from my practice by following the instructions in those messages.

**I will occasionally update my privacy notice.** When I make significant changes, I will notify you of these through publicising the fact via my social media profile on LinkedIn or through either mail or email. I will also publish the updated notice on my chambers' website profile.