



LIBERTUS
CHAMBERS

Privacy Policy

Last updated:

March 2021

Libertas Chambers is an organisation registered with the Information Commissioner's Office:

ICO REGISTRATION NUMBER: ZA796880

All members of Chambers are also individually registered.

Changes to this privacy policy

This privacy policy was last reviewed in March 2021.

We will make changes to this policy from time to time as part of our obligation to review the effectiveness of our procedures and any changes in guidance. When changes are made an amended privacy policy will be placed on the Chambers' website.

PRIVACY POLICY

The UK General Data Protection Regulation [GDPR] sets out seven key principles:

- i. Lawfulness, fairness and transparency**
- ii. Purpose limitation**
- iii. Data minimisation**
- iv. Accuracy**
- v. Storage limitation**
- vi. Integrity and confidentiality (security)**
- vii. Accountability**

We take the privacy of our clients, employees, instructing solicitors and those who make applications to us seriously. This document sets out how barristers, clerks and staff manage data with regard to the key principles above.

This policy applies to your professional dealings with members of Chambers unless you are specifically advised otherwise by an individual member of Chambers.

A list of those members of Chambers who have signed this policy is included in the Members Annex available on request from chambers.

Please read the following information carefully. This privacy policy contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact Chambers in the event you need further information.

Libertas Chambers (“Chambers”) collects, uses and is responsible for personal information about you. When Chambers does this, it is the ‘controller’ of this information for the purposes of the General Data Protection Regulation [GDPR] and the Data Protection Act 2018 [DPA]. If

you need to contact Chambers about your information or the processing carried out you can use the contact details at the end of this document.

The legal basis for processing your personal information

Chambers relies on the following as the lawful bases to collect and use your personal information:

- If you have consented to the processing of your personal information, then Chambers may process your information for the Purposes set out above to the extent to which you have consented to Chambers doing so.
- In relation to any sensitive information (including information about criminal convictions or proceedings), Chambers is entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for the establishment, exercise or defence of legal rights
- In relation to less sensitive information, Chambers relies on its legitimate interests and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- The processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on Chambers or you in connection with employment, social security or social protection.
- The processing is necessary for the assessment of your working capacity or health or social care purposes.
- The processing of information in categories (g), (h), (j) and (l), is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between members of staff, tenants, pupils and mini-pupils with a view to enabling such equality to be promoted or maintained.
- The processing is necessary to prevent or detect unlawful acts where it is in the substantial public interest and it must be carried out without consent so as not to prejudice those purposes.
- In certain circumstances processing may be necessary in order that Chambers can comply with a legal obligation to which it is subject

(including carrying out anti-money laundering or terrorist financing checks).

What information do we collect?

If we are instructed to carry out the provision of legal services by you or on your behalf personal information will be part of the material provided to enable us to provide representation. We collect some or all of the following personal information that you provide:

- a. personal details
- b. family details
- c. lifestyle and social circumstances
- d. goods and services
- e. financial details
- f. education, training and employment details
- g. physical or mental health details
- h. racial or ethnic origin
- i. political opinions
- j. religious, philosophical or other beliefs
- k. trade union membership
- l. sex life or sexual orientation
- m. genetic data
- n. biometric data for the purpose of uniquely identifying a natural person
- o. criminal proceedings, outcomes and sentences, and related security measures
- p. other personal data relevant to instructions to provide legal services, including data specific to the instructions in question (including details of any solicitor or legal representative).
- q. details of any legal claim(s) against you or in which you are involved.
- r. Images of you or your likeness.
- s. data collected for the purposes of Equality and Diversity monitoring.
- t. CCTV images of you collected on our premises
- u. IP addresses recorded and/or logged by Chambers' IT systems.

Sources of information

The personal information Chambers obtains may include information obtained from:

- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- trainee barristers
- applicants for mini-pupillage or work experience
- lay and professional clients of members of Chambers
- family and associates of the person whose personal information Chambers is processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked Chambers to provide a reference
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals
- data processors, such as IT support staff, email providers and data storage providers
- public sources, such as the press, public registers and law reports.

Information collected from other sources

We may also collect any of the information above if we have provided you with a reference, or if you have applied for a position within chambers, or if you have visited Chambers' premises. The same categories of information may also have been obtained from third parties, such as other legal professionals, experts, members of your

family, friends, witnesses, courts, tribunals, government departments, public records and registers.

How I use your personal information: Purposes

Chambers may use your personal information for the following purposes:

- i. to promote and market the services of the barristers
- ii. to train barristers
- iii. to recruit staff and pupils
- iv. to assess applications for tenancy, pupillage, mini-pupillage and work-shadowing opportunities
- v. to fulfil equality and diversity and other regulatory requirements,
- vi. to procure goods and services,
- vii. to manage matters relating to employment, including payroll [and pensions]
- viii. to respond to requests for references
- ix. to publish legal judgments and decisions of courts and tribunals
- x. to respond to potential complaints or make complaints
- xi. to carry out anti-money laundering and terrorist financing checks
- xii. as otherwise required or permitted by law.

Marketing and promotion

In relation to personal information collected for marketing purposes, the personal information consists of

- names, contact details, and name of organisation
- the nature of your interest in Chambers' marketing
- your attendance at Chambers events.

This will be processed so that you can be provided with information about Chambers and the Barristers and to invite you to events.

You may contact Chambers using the contact details at the end of this document if you no longer wish to receive such invitations or information.

Whether information has to be provided by you, and why

If you apply to Chambers for a position or are seeking a reference your personal information has to be provided to Chambers, so that your application or reference can be properly assessed and to enable Chambers to comply with its regulatory obligations.

If you are offering or providing Chambers with goods or services your information may be processed in relation to such offers or contracts.

With whom will we share your personal information?

It may be necessary to share your information with the following:

- information processors, such as IT support staff, email providers, information storage providers
- in the event of complaints, the Head of Chambers and members of Chambers who deal with complaints, the Bar Standards Board and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers or employees
- in the case of recruitment of barristers to or from other chambers, your current, past and prospective chambers
- education and examining bodies
- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- Chambers' staff
- trainee barristers
- lay and professional clients of Members of Chambers
- family and associates of the person whose personal information Chambers is processing
- current, past or prospective employers

- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked Chambers to provide a reference
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals.

How long will we store your personal data?

Chambers will normally store all your information:

- until at least 1 year after the expiry of any relevant limitation period (which will usually be 6 years, but may be 12 years, or longer where the case includes information relating to a minor). The latter retention period is likely to occur only where the information is needed for legal proceedings, regulatory matters or active complaints. Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data is marked for deletion.
- Equality and diversity data may be retained for up to 13 years in pseudonymised form for the purpose of research and statistics and complying with regulatory obligations in relation to the reporting of equality and diversity data.
- Names and contact details held for marketing purposes will be stored indefinitely or until Chambers becomes aware or is informed that the individual has ceased to be a potential client.
- Personal information held for recruitment purposes or in relation to pupillage or mini-pupillage will be stored for 1 year.

Consent

As explained above, Chambers is relying on your explicit consent to process your information in categories (g) to (o) above. You provided this consent when agreed that a member of Libertas Chambers would provide

legal services or you applied to become a member of staff, tenant, pupil or mini-pupil or asked Chambers to provide a reference.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity carried out prior to you withdrawing your consent.

However, where Chambers also relies on other bases for processing your information, you may not be able to prevent processing of your information.

If there is an issue with the processing of your information, please contact Chambers using the contact details below.

Your Rights

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your information or to complete missing information Chambers holds on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine-readable format, e.g. a Word file;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict the processing of your personal information in certain circumstances;

- Request not to be the subject to automated decision-making which produces legal effects that concern you or affects you in a significant way.

If you want more information about your rights 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:

- Use the contact details at the end of this document;
- Chambers may need to ask you to provide other information so that you can be identified;
- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- State the right or rights that you wish to exercise.

Chambers will respond to you within one month from when it receives your request.

Security of data

Members of Libertas Chambers are cognisant of their obligations to properly manage the data they control in accordance with professional standards and Bar Council obligations. All members of chambers who adhere to this policy undertake to protect devices which hold data with passwords and encryption where appropriate, and to take appropriate precautions.

Marketing Emails

Please note if you wish to unsubscribe from any marketing emails that you have signed up for, you can do so by emailing us to unsubscribe or by clicking the link on the email/newsletter. It may take up to 7 days for this to become effective.

How to make a complaint

The GDPR also gives you the right to lodge a complaint with the Information Commissioners' Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of information protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

Future Processing

We do not intend to process your personal information except for the reasons stated within this privacy policy. If this changes, this privacy policy will be amended and placed on the website.

Data Protection Officer (DPO)

Libertas Chambers has appointed a Data Protection Officer (DPO) with responsibility for data protection compliance:

Jonathan Page
Libertas Chambers
20 Old Bailey, London
EC4M 7AN
jpage@libertaschambers.com

Questions about this policy, or requests for further information, should be directed to the Data Controller in the first instance.

Contact Details

If you have any questions about this privacy policy or the information Chambers holds about you, please contact Jonathan Page by email at jpage@libertaschambers.com. The best way to contact Chambers is to contact the Clerks by email at clerks@libertaschambers.com or by phone at 020 7036 0200.

Last reviewed: March 2021