



PRIVACY POLICY FOR 5 KING'S BENCH WALK

A Introduction

1. We are committed to protecting and respecting your privacy. In this privacy policy we explain our approach to your personal data and your rights in relation to it in accordance with the General Data Protection Regulation ('GDPR').
2. We are registered with the Information Commissioner's Office ('ICO') as a data controller for the personal data that we process as a set of barristers who share the same office and staff. Our registered address is the Chambers of Sarah Forshaw QC & Mark Heywood QC, 5 King's Bench Walk, Temple, London EC4Y 7DN (our 'Chambers').
3. If you would like to contact us about this policy, including if you wish to receive further information about any aspect of it, you can contact us at the address above or via our Chambers Administrator, Ms Nicki Crew, at nicki@5kbw.co.uk.
4. We may review and update this policy from time to time by publishing a new version on our website at www.5kbw.co.uk.

B Data collection

5. The vast majority of the personal data collected by our barristers is for the purpose of enabling them to provide legal services to their clients, and is provided to them by or on behalf of their clients and by other parties involved in their clients' cases. This is set out in our barristers' Privacy Policies on our website. We also collect personal data from applicants to Chambers and our own barristers, staff and pupils for the purposes of administration, training, pupillage, tenancy and/or employment.
6. One way in which our website collects personal information is by the use of 'cookies'. They are small text files placed in the memory of a browser or device upon visiting the website, which allow the website to recognise a particular browser or device. Our

website uses a Google Analytics cookie to analyse our website traffic, and a Twitter cookie so that visitors to the website can easily follow our tweets.

C Data processed

7. We process personal data of many types, which may include:
 - a. Personal details, including contact details
 - b. Family details
 - c. Financial details
 - d. Business details
 - e. Education and employment details
 - f. Background and current circumstances
8. We process special category personal data as defined in the GDPR, which may include information as to:
 - a. Health
 - b. Racial or ethnic origin
 - c. Sex life and sexual orientation
 - d. Genetic data
 - e. Biometric data for the purpose of uniquely identifying a natural person
 - f. Political opinions
 - g. Religious beliefs
 - h. Philosophical beliefs
 - i. Trade union membership
9. We process personal data relating to criminal convictions and offences.

D Lawful basis for processing

10. The GDPR requires data controllers, including Chambers and its barristers, to have a lawful basis for processing personal data. We set out below the lawful bases which may apply to personal data we process.
 - a. Contractual necessity: We may process personal data on the basis that it is necessary to enable us to fulfil our contractual duties to you or to take steps to enter into a contract with you.
 - b. Legitimate interests: We may process personal data for the legitimate interests of our business or a third party, which may include:
 - i. Providing legal services including advice and representation
 - ii. Practice management and development
 - iii. Accounting, fee collection and debt recovery
 - iv. Assessing and improving our services
 - v. Providing training
 - vi. Network and information security, including preventing unauthorised access
 - vii. Dealing with concerns or complaints, including any legal and/or regulatory action
 - viii. Marketing
 - ix. Equality and diversity
 - x. Preventing fraud and reporting threats to public security
 - c. Compliance with legal obligations, which may include:
 - i. Making statutory returns to HMRC
 - ii. Complying with professional and regulatory obligations
 - d. Performance of a task carried out in the public interest, namely processing of personal data necessary for the administration of justice.
 - e. Your consent.
11. In relation to special category personal data, our processing may be necessary:

- a. For the establishment, exercise or defence of legal claims
 - b. For reasons of substantial public interest
 - c. For the administration of justice
 - d. For the purposes of carrying out the obligations and exercising specific rights of the data controller or of the data subject in the field of employment law
12. In relation to personal data relating to criminal convictions and offences, our processing may be necessary:
- a. For the purpose of, or in connection with, any legal proceedings, including prospective legal proceedings
 - b. For the purpose of establishing, exercising or defending legal rights
 - c. For the purpose of obtaining legal advice

E Data sharing

13. Subject to any professional obligations of confidentiality and legal professional privilege, we may share personal data with others who may include:
- a. Instructing solicitors and legal representatives with whom we are working
 - b. Opposing legal representatives, witnesses, experts, judges and court staff
 - c. Pupils and mini-pupils
 - d. Staff and third parties providing services for the administration Chambers
 - e. Legal directories and panel committees for the purpose of professional development
 - f. Our accountants and banks
 - g. Our regulator and/or legal advisors in the event of a dispute or other legal matter
 - h. Law enforcement officials, government authorities or other third parties to meet our legal obligations
 - i. Any other party with your consent

14. We may transfer personal data to a location outside the European Economic Area (for example, to a secure server), if we consider it necessary or desirable for the purposes set out in this notice and we are satisfied that adequate safeguards are in place as required by the GDPR.

F Data retention and disposal

15. We retain personal information for as long as we need it, which in most cases will be a minimum of seven years. When personal information is no longer needed, we dispose of it securely.

G Your rights

16. The GDPR gives you specific rights in terms of your personal data. For example, you have the right to be informed about the collection and use of your personal data; you can ask for a copy of the personal data we hold about you; you can ask us to correct any inaccuracies in the personal data we hold about you; you can ask us to stop sending you direct mail or emails, including marketing messages; and in some circumstances you can ask us to stop processing your personal data. Finally, if we do something irregular or improper with your personal data, you can seek compensation for any distress you are caused or loss you have incurred.
17. Further information about your rights is available from the ICO website at <https://ico.org.uk>. Please contact us using the details in section A of this notice if you would like to exercise any of these rights.
18. We hope that you will be satisfied with the way in which we approach and use your personal data. Should you find it necessary, you have a right to raise a concern with or make a complaint to the ICO. However, we hope that if you have a concern about the way we handle your personal data, you will contact us in the first instance so that we have the opportunity to resolve it.