

Hailsham Chambers Privacy Notice

We want you to know that you can trust us with your information. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

This Privacy Notice is restricted to the personal data held by Hailsham Chambers as a data controller.

Members of Chambers are data controllers in their own right; the processing of personal data by each barrister is set out in their own privacy notices, accessed via their web profile.

Data Controller

David Pittaway QC, as Head of Hailsham Chambers, is registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data held and processed by Hailsham Chambers. The registered address is Hailsham Chambers, 4 Paper Buildings, Temple, London EC4Y 7EX.

Data Collection

The vast majority of the information that we hold about you is provided to us by yourself when we deal with you. Some information may be provided from other sources such as members of chambers, courts and other tribunals.

Our Lawful Basis for processing your information

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so.

Our Lawful Bases are:

- If you have explicitly consented to the processing of your personal data, then we may process your information for the uses set out below to the extent to which you have consented to our doing so;
- The Legitimate Interests of Hailsham Chambers, which include:
 - o Processing for the purpose of providing administrative services to the members of Hailsham Chambers;
 - o Internal record keeping
 - o Processing for marketing purposes
 - o The processing of applications for employment, tenancy, pupillage or mini-pupillage
- In relation to information in categories (f) – (k) below, we are 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.
- If you have a contract with us, we are entitled to process your personal data in order that we can fulfil our contractual obligations to you.

We use your information to:

- Provide administrative support to Members of Chambers, including promoting and marketing the services of Members of Chambers;
- Assess and process any application for employment, tenancy, pupillage or mini-pupillage;
- Fulfil equality and diversity and other regulatory requirements;
- Procure goods and services and process payments for goods and services
- Request or respond to requests for references;
- Communicate with you about services, news, legal judgments and decisions of courts and tribunals, updates and events;
- Conduct data analysis to improve our services;
- Investigate and address any concerns you might have or complaints you might make.

What does Chambers collect?

We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes some or all of the following information:

- (a) Personal details e.g. name, email address;
- (b) Family details;
- (c) Lifestyle and social circumstances;
- (d) Financial details;
- (e) Education, training and employment details;
- (f) Physical or mental health details;
- (g) Racial or ethnic origin;
- (h) Political opinions;
- (i) Religious, philosophical or other beliefs;
- (j) Sex life or sexual orientation;
- (k) Criminal proceedings, outcomes and sentences or related security measures.

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 Hailsham Chambers' marketing;
- Your attendance at Hailsham Chambers events.

We may share your personal data with:

- In general, any information you provide to Hailsham Chambers will only be used within Hailsham Chambers by its staff, agents, members of Chambers and service providers/information processors such as IT support staff, email, information, transportation, storage and disposal providers; and
- We may also share the information with any other party where we ask you and you consent to the sharing

Transfers to third countries and international organisations

We do not transfer your personal data to third countries or international organisations.

Retention and Disposal

We retain your personal data while you remain a professional client (i.e. an instructing solicitor), a pupil, or a mini-pupil, or are an applicant for employment, tenancy, pupillage or mini-pupillage, or provide goods and services, unless you ask us to delete it and we agree to do so.

Thereafter, the period for which we may retain personal data varies from case to case, but in general:

- (a) Professional client data that is held solely for marketing purposes will be retained for a period of 5 years from the date of the last instruction;
- (b) Employment applicant data is retained for a period of three years from the date of the determination of the application;
- (c) Tenancy applicant data is retained for a period of three years from the date of the determination of the application;
- (d) The data of pupils who do not become tenants in Chambers is retained for a period of 5 years from the date that they leave Chambers;
- (e) Pupillage application data is retained for a period of three years from the date of the determination of the application;
- (f) Mini-pupillage application data is retained for a period of three years from the date of the determination of the application;
- (g) The data of mini-pupils who undertake a mini-pupillage in Chambers will be retained for a period of three years from the date of the final day of their mini-pupillage;
- (h) The data of suppliers of goods and services to Chambers is retained for a period of seven years from the date of the determination of the contract.

We will delete or anonymise your personal data at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are legally required to keep it; or
- There are overriding legitimate business interests for us to keep the data (which may include the fact that the request has been made prior to the expiry of the retention periods identified above).

Where we are relying on your explicit consent to process your personal data it is likely to be in circumstances where you provided the consent when you applied to become a member of staff, tenant, pupil or mini-pupil. 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 we also rely on other bases for processing your personal data, you may not be able to prevent such processing.

Your Rights

The General Data Protection Regulation gives you specific rights around your personal data.

For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we breach any of our obligations to you in respect of your personal data you may be able to seek compensation for any distress you are caused or loss you have incurred pursuant to the provisions of the GDPR. You can find out more information from the ICO's website http://ico.org.uk/for_the_public/personal_information and this is the organisation that you can complain to if you are unhappy with how we deal with you.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting Stephen Smith, Senior Clerk at: Stephen.smith@hailshamchambers.com or by using our address or telephone number available on this website.

Marketing Opt-Outs

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

Cookies

Cookies are small text files that are stored on your computer or mobile device when you visit some websites.

Google Analytics tracking is used on www.hailshamchambers.com. Google Analytics uses cookies to track visitor interaction, such as unique visitors, activity and traffic source. Information is collected anonymously by Google Analytics and no personal information is collected. This information provides us with reports to help to improve the site.

The cookies will remain on your computer or mobile device for a maximum of 2 years. If you wish, you can delete any cookies already set, and prevent any further cookies from being set, by using the Internet Options tool in your browser. This will not affect use of this website.

Future processing and changes

We do not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this Privacy Notice will be amended and published on the Hailsham Chambers website.

We may occasionally update our Privacy Notice in any event, and a link to the most up-to-date Privacy Notice will be published on the Hailsham Chambers website.

This privacy notice was published in May 2018.