



Deal Chambers Privacy Policy - GDPR

Privacy Policy

Please read the following information carefully. This privacy notice 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 us in the event you need further information.

About this Privacy Policy

This is the policy of Deal Chambers, and Timothy Deal. It applies when services are provided by a barrister of Deal Chambers and when Chambers or its members processes data.

Deal Chambers collects, uses and is responsible for personal information about you. When Chambers does this it is acting as ‘controller’ of this information for the purposes of the GDPR and the Data Protection Act 2018.

Unless you are notified to the contrary, barristers/members will adhere to this policy in their individual capacity.

This privacy policy will be continually reviewed and updated. Therefore, you are encouraged to review it periodically in order to see the most up to date policy.

What do we do with your information?

Information collected

When arranging or providing services, arranging events or marketing, or providing a reference we collect some or all of the following personal information that you provide:

- a. personal details
- b. family details
- c. goods and services
- 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. trade union membership
- k. sex life or sexual orientation
- l. genetic data
- m. biometric data for the purpose of uniquely identifying a natural person
- n. criminal proceedings, outcomes and sentences, and related security measures
- o. other personal data relevant to instructions to provide legal services, including data specific to the instructions in question

Information collected from other sources

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers,

How Chambers uses your personal information: Purposes

- i. to provide legal services to clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
- ii. to keep accounting records and carry out office administration
- iii. to take or defend legal or regulatory proceedings or to exercise a lien
- iv. to respond to potential complaints or make complaints
- v. to check for potential conflicts of interest in relation to future potential cases
- vi. to promote and market our services
- vii. to carry out anti-money laundering and terrorist financing checks
- viii. to train other barristers and when providing work-shadowing opportunities
- ix. to respond to requests for references
- x. when procuring goods and services
- xi. to publish legal judgments and decisions of courts and tribunals
- xii. as required or permitted by law
- xiii. for marketing purposes.

When information has to be provided by you, and why

If a barrister has been instructed by you or on your behalf on a case, your personal information has to be provided, to enable them to provide you with advice and/or representation, and to enable them to comply with my professional obligations, and to keep accounting records.

Usually, this will also require Chambers to process your personal information in order to manage or administer barristers' practices. However, the personal information processed by Chambers will depend on the particular case. For example, in relation to proceedings held in private or cases of a particularly sensitive nature, Chambers may anonymise your personal information before processing it.

The legal basis for processing your personal information

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

- If you have consented to the processing of your personal information, then we may process your information for the Purposes set out above to the extent to which you have consented to us doing so.
- If you are a client, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.
- In relation to information which is in categories (g) to (o) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings) we rely on your consent for any processing for the purposes set out in purposes (ii), (iv), (vi), (viii) and (ix) above. We need your consent to carry out processing of this data for these purposes. However, if you do not consent to processing for purposes (iv) and (ix) (responding to potential complaints and providing a reference) we will be unable to take your case or to provide a reference. This is because we need to be able to retain all the material about your case until there is no prospect of a complaint and to provide an informed and complete reference
- In relation to information in categories (g) to (o) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), we are entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights.
- In relation to information which is not in categories (g) to (o) above, we rely on our legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- In certain circumstances processing may be necessary in order that we can comply with a legal obligation to which we are subject (including carrying out anti-money laundering or terrorist financing checks).
- The processing is necessary to publish judgments or other decisions of courts or tribunals.

Who will we share your personal information with?

If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. We have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

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

- data processors, such as Chambers' staff, IT support staff, email providers, data storage providers
- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals

- the staff in Chambers
- trainee barristers
- lay clients
- family and associates of the person whose personal information we are 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 us to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals

We may be required to provide your information to regulators, such as the Bar Standards Board, the Financial Conduct Authority or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without my consent or yours, which includes privileged information.

We may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

Sources of information

The personal information we obtain may include information which has been obtained from:

- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- trainee barristers
- lay clients
- family and associates of the person whose personal information we are 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 us 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 Chambers' staff, IT support staff, email providers, data storage providers
- public sources, such as the press, public registers and law reports.

Transfer of your information outside the European Economic Area (EEA)

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the EEA in any particular case or for a reference. However, if you reside outside the EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your data to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information please indicate this when providing initial instructions.

Some countries and organisations outside the EEA have been assessed by the European Commission and their data protection laws and procedures found to show adequate protection. The list can be found here (https://ec.europa.eu/info/law/law-topic/dataprotection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eucountries_en#dataprotectionincountriesoutsidetheeu). Most do not. If your information has to be transferred outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

If we publish a judgment or other decision of a Court or Tribunal containing your information then this will be published to the world

We will not otherwise transfer personal information outside the EEA except as necessary for providing legal services or for any legal proceedings.

If you would like any further information please use the contact details at the end of this document.

How long will Chambers store your personal information?

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), from the date of the last item of work carried out or the date of the last payment received or the date on which all outstanding payments are written off, whichever is the latest. This is because it may be needed for potential legal proceedings or to respond to any complaints. At this point any further retention will be reviewed and the data will be marked for deletion or marked for retention for a further period. 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.
- We will store some of your information which we need to carry out conflict checks for a longer period. However, this is likely to be limited to your name, contact details and the name of the case. This will not include any information within categories (g) to (o) above.

- Information related to anti-money laundering checks will be retained until five years after the completion of the transaction or the end of the business relationship, whichever is the later;
- Names and contact details held for marketing purposes will be stored indefinitely or until we become aware or are informed that the individual has ceased to be a potential client

Consent

As explained above, we rely on your explicit consent to process your information in categories (g) to (o) above. You provide this consent when you agree that a barrister/member will provide legal services.

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. However, where we also rely on other bases for processing your information, you may not be able to prevent processing of your data. For example, if you have asked a barrister/member to work for you and they have spent time on your case, you may owe them money which they will be entitled to claim.

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

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 data or to complete missing information we hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to us 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 my processing of your personal information in certain circumstance
- 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 under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR \(https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/\)](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/).

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

- Use the contact details above;
- We 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.
- We will respond to you within one month from when we receive your request.

Marketing Emails

Please note if you wish to unsubscribe from any marketing emails that you have signed up for, you can do so by responding to the email with the subject heading 'unsubscribe'. It may take up to one month 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 data 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 notice. If this changes, this privacy notice will be amended and so we recommend you to check for updates periodically.

Changes to this privacy notice

This privacy notice was last updated on 1 November 2024