

## **Privacy and Cookies Notice**

### **About this notice**

Broadway House Chambers are committed to ensuring the highest standards of compliance in relation to the personal information you provide to us in the course of our dealings with you.

The purpose of this privacy notice is to explain to you the information collected, stored and otherwise processed about you and the reasons for the processing your information. It also tells you who Chambers shares this information with, the security mechanisms Chambers has put in place to protect your information and how to contact Chambers in the event you want further information.

### **Who are we and what do we do?**

Broadway House Chambers is a set of barristers' chambers. Members of Chambers are barristers who provide legal and advocacy services as independent, self-employed barristers; with the assistance of clerks and office staff. Broadway House Chambers collects, uses and is responsible for personal information about you which is provided to us. When Chambers does this it is the "controller" of the information which you provide to us for the purposes of the GDPR and the Data Protection Act 2018.

If you need to contact Chambers about your information or the processing carried out by Chambers, you can use the contact details at the end of this privacy notice for any queries.

### **What do we do with your personal information?**

#### **Information collected from you provide**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

Chambers may collect, use, store, transfer and process different kinds of personal data about you which you or your legal representative provide to us. We have grouped different categories of personal data together as follows:

- a. Identity Data which may include first name, last name, marital status, title, organisation name, position, date of birth and gender.
- b. Contact Data includes billing address, postal address, email address and telephone numbers.

- c. Financial Data includes bank account and payment card details.
- d. Transaction Data includes details about payments to and from you and other details of the services you have purchased from us/instructed us on.
- e. Usage Data includes information about how you use our website and services.
- f. Other personal information which is provided to us relevant to instructions to provide legal services, including information specific to, or in connection with, the instructions in question.

### **How Chambers uses your personal information**

Chambers may use your personal information for the following purposes:

- i. to promote and market the services of the Barristers;
- ii. to provide you with legal services which you instructed us on;
- iii. to respond to any enquiries you contact us about;
- iv. to send you news features, invitations, marketing communications and other material which we believe to be in our legitimate interests to provide you with by using the Identity Data and Contact Data you have provided to us;
- v. to update our list of clients and contacts;
- vi. for administration and business purposes of Chambers including, but not limited to, the processing of invoices, keeping internal records and processing instructions for you;
- vii. to process applications and queries relating to recruitment, and the recruitment of: staff, pupils, practitioners and any positions held within Chambers;
- viii. to fulfil equality and diversity and other regulatory requirements;
- ix. to publish legal judgments and decisions of courts and tribunals;
- x. to respond to potential complaints or to make complaints;
- xi. as otherwise required or permitted by law.

Chambers will only use the personal information you have provided to us for one, or more, of the purposes above, unless we reasonably consider that we require your personal information for another purpose which is not incompatible with the original purpose you provided your personal information for. If we need to process your personal information for an purpose which is incompatible with the original purpose, we will notify you about this with reasons and the lawful basis for doing so. Chambers may process your personal information above without your consent, in compliance with the above guidelines, and where this is required or permitted by law.

### **Marketing and promotion**

In relation to personal information provided to us by you for marketing purposes, this personal information consists of:

- Identity Data and Contact Data;
- The nature of your interest in Chambers' marketing;
- Your attendance at Chambers' events.

This information will be processed so that you can be provided with information about Chambers and its Barristers/Mediators/Arbitrators/Staff and to invite you to Chambers' events/seminars which is in Chambers' legitimate interests to process.

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.

Chambers will not sell, distribute or otherwise disclose your personal information to independent third parties unless you have provided your explicit consent to such distribution, or where we are required or permitted by law to do so.

Please note if you wish to unsubscribe from any marketing emails from Chambers, you can do so by emailing [clerks@broadwayhouse.co.uk](mailto:clerks@broadwayhouse.co.uk) (subject line 'Leah Taylor-Opt Out'). It may take up to one week for this to become effective.

### **Whether information has to be provided by you, and why**

If you apply to Chambers for a position or are seeking a reference or are a member of staff, your personal information must be provided to Chambers, so that your application/reference can be properly assessed, your employment records, pay and pensions can be administered, and to enable Chambers to comply with its regulatory obligations, and to keep accounting records.

If you are offering or providing Chambers with goods or services your information may be processed in relation to such offers or contracts on the basis of entering into/performing a contract with you.

### **The legal basis for processing your personal information**

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

- Chambers will need to process your personal information to enter into, and for the performance of, a contract you have or may have with us. An example of this is your legal representative providing your personal information to us on the basis that we can perform instructions we have been requested to complete.
- 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. To withdraw your consent, you can contact us by emailing [clerks@broadwayhouse.co.uk](mailto:clerks@broadwayhouse.co.uk). Although, please note withdrawal of consent will not necessarily affect the lawfulness of any processing activity carried out prior to you withdrawing your consent.
- In relation to special category information you provide (including information about criminal convictions or proceedings), Chambers is entitled by law to process the information where the processing is necessary for legal proceedings (including prospective legal proceedings), legal advice, or otherwise for the establishment, exercise or defence of legal rights.

- In relation special category information you provide for the purposes of recruitment and/or employment (including information about criminal convictions or proceedings), Chambers relies on your consent for any processing for the purposes set out above. However, if you do not consent to processing for the purpose of providing a reference Chambers will be unable to take or provide a reference or advance your application.
- 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 of certain special category information 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 to (including carrying out anti-money laundering or terrorist financing checks).

### **Who will Chambers share your personal information with?**

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

- information processors, such as IT support staff, email providers, information storage providers;
- in the event of complaints (including prospective and past 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 within Chambers;
- lay and professional clients of Members of Chambers;
- family and associates of the person whose personal information Chambers is processing;
- 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.

Chambers 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 Chambers' consent or your consent, which includes privileged information.

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

### **Sources of information**

Chambers collects and processes your personal information which you voluntarily provide to us when you contact us by means of email, telephone or any other method of communication. This information may also be obtained by Chambers from the following:

- legal professionals/representatives;
- experts and other witnesses;
- prosecution authorities;
- courts and tribunals;
- trainee barristers;
- 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, data storage providers;
- public sources, such as the press, public registers and law reports.

### **How long will Chambers store your personal information?**

Chambers will normally store your personal information:

- Until at least 1 year after the expiry of any relevant limitation period, for example the date on which your employment terminates, the date of the last provision of service or goods, the date of the last payment made or 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. At this point any further retention will be reviewed and the information 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 as soon as reasonably practicable after the information is marked for deletion.

- Equality and diversity data may be retained for 7 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 as for at least 3 years so that it can be referred to by Chambers should the individual make a further application.

### **Your rights**

You have a number of rights that you can exercise in certain circumstances. These are free of charge in most instances, in summary, you 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.;

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 that you wish to exercise.

Chambers will respond to you within one month from when it receives your request, unless Chambers considers an extension is required (of up to a further two months) if either: an exemption applies, Chambers deems the request to be manifestly unfounded or excessive, or if Chambers is awaiting proof of identity from you.

### **Cookies**

Cookies are small text files that are placed on your computer or device when you browse our website. Their purpose is to improve your online experience on our website and help us log data about our web page traffic; which we only use this data for statistical purposes only.

We aim to keep cookies to a minimum. If you are not happy with the cookies that we use, you should either not use this website, or you should delete cookies after having visited the site. Alternatively, you should browse this website using your browser's anonymous usage setting. This may prevent you from experiencing the full benefits of our website.

### **How to contact us**

Broadway House Chambers encourages open feedback and constructive enquiries. If you have any questions relating to this policy, or your personal information which Chambers processes, or if you have a complaint, please contact [clerks@broadwayhouse.co.uk](mailto:clerks@broadwayhouse.co.uk) or telephone 0113 246 2600, or alternatively you can write to:

FAO: Chambers Director, 1 City Square, Leeds, LS1 2ES

If you are not satisfied with the outcome provided by contacting us directly, you may register a complaint with the Information Commissioners' Office. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

### **Changes to this privacy notice**

This privacy notice was firstly published on 25 May 2018 and will be reviewed at least annually.

Chambers continually reviews its privacy practices and may change/update this policy from time to time, including when a significant change in data protection law takes effect. When it does an amended privacy notice will be placed on the Chambers' website.