

Kiril Waite
Barrister
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PRIVACY NOTICE

Introduction

1. I am a barrister in independent private practice at the Bar of England and Wales. As a barrister I provide my clients with independent legal advice (including Direct Access) from my chambers which is located at 1 Chancery Lane, London WC2A 1LF.
2. I am registered with the Information Commissioner's Office (the 'ICO') under registration reference Z6545668 as a data controller. The ICO is the United Kingdom's independent regulatory authority in relation to data protection and information rights.
3. During the course of my work I process electronic personal data. Personal data means information about an identified or identifiable person. It is necessary for me to process electronic personal data in order that I may provide my legal services.
4. This privacy notice provides details about the way that I collect, use, retain and process the personal data that I receive. The notice is published pursuant to the General Data Protection Regulation 2016 and the Data Protection Act 2018.
5. If you have any questions about this notice or require further information you can contact me at kwaite@1chancerylane.com or at the address above or by telephone on 0207 092 2900. The ICO also provides complaints and helpline services and can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or at www.ico.org.uk or by telephone on 0303 123 1113.

Processing of personal data

6. In order to provide independent legal advice and to carry on my work as a barrister in private practice, I am sent, receive, collect and process electronic personal data about my professional and lay clients. This includes personal information about identifiable individuals which can be derived from the cases that I am involved with. As a result I process electronic personal data about my clients, witnesses and experts as well as other parties and their advisors that are involved with or are ancillary to, the instructions sent to me.

7. My legal basis for processing electronic personal data is as follows:

7.1. In relation to instructions that I receive from my professional clients, I process electronic personal data on the basis that:

7.1.1. Explicit consent has been obtained and provided to me by my professional and/or lay clients for the purposes of my retainer;

7.1.2. And/Or it is necessary for me to process electronic personal data in order that I may fulfil my contractual obligations in the performance of my retainer;

7.1.3. It is necessary for me to process special category personal data for the establishment, exercise or defence of legal claims. This includes processing of criminal conviction data or other special category data revealing details about an individual's racial or ethnic origin; political opinions; religious or philosophical beliefs or trade union affiliations; genetic or biometric data; data concerning an individual's health, sex life or sexual orientation.

7.2. In relation to the administration of my practice, I process and retain electronic personal data as necessary in order to comply with my professional and legal obligations to which I am subject. These include the legal obligations I owe pursuant to statute, to my clients, to the Bar Standards Board (being the regulator of barristers practising in England and Wales), the Legal Ombudsman, Bar Mutual Insurance and to other regulatory bodies and government agencies.

7.3. In relation to direct and solicited marketing of my client's, I process electronic personal data in pursuit of my legitimate interests in the efficient administration and effective business development of my practice.

Sharing your personal data

8. As a barrister I must keep my client's information confidential; however there are some circumstances when I may share or I am required to disclose information about you. I may be required or it may become necessary to share or disclose your information to:

8.1. The courts and tribunals;

8.2. Regulators;

8.3. Government agencies including the Police and prosecution authorities;

8.4. Other legal professionals;

8.5. Experts and witnesses;

8.6. My clerks, chambers administrative staff, IT support and data storage processors;

Keeping your personal data

9. I keep your personal data for various reasons. I keep it in order to:

- 9.1. Retain information in relation to future legal proceedings;
- 9.2. For future conflict checks;
- 9.3. For anti-money laundering and other regulatory purposes;
- 9.4. For accounting and tax purposes;
- 9.5. For marketing purposes.

10. I will normally retain your personal data for a period equal to the relevant statutory limitation period. In the case of marketing purposes the information will be stored indefinitely subject to ongoing and periodic review and your information rights.

Transferring your personal data outside the European Economic Area

11. Unless:

- 11.1. It is necessary for the purposes of legal proceedings or pursuant to my instructions and the provision of my retained legal services, I will not transfer your personal data outside the European Economic Area;
- 11.2. It is necessary for the purposes of utilising data storage, back-up and cloud IT services, I will only transfer your personal data to organisations based in countries with adequate privacy safeguards and protection as assessed by the EU.

Your Rights

12. The General Data Protection Regulation and the Data protection Act 2018 provide you with various information rights. This means that you can ask me to provide you with information about the personal data I hold about you. These rights are subject to certain exemptions and limitations including but without limitation, legal professional privilege.

13. You have the right to ask for:

- 13.1. Access and information regarding the processing of your personal data;
- 13.2. Rectification of any inaccuracies contained in your personal data;
- 13.3. Erasure of your personal data;
- 13.4. Restriction as to the use of your personal data;
- 13.5. Information about data transfers outside the European Economic Area

14. You have the absolute right to object to direct marketing.
15. Full details are set out on the ICO webpage at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>
16. Please note that if you wish to exercise any of these rights I must be satisfied as to your identity and I am required to follow the procedural requirements contained in the General Data Protection Regulation. Please use the contact details that I have provided within this notice to raise your request and state the nature of the right that you wish to exercise. Please also provide me with your contact details.

Changes to this Privacy Notice

17. Please note that this privacy notice may be amended from time to time. In the event that I make any amendments, the notice will be updated on my webpage.