

# Privacy Notice

## General

Cornerstone Barristers is committed to protecting the privacy and security of the personal information it receives from clients and processes on their behalf.

This Notice contains information about the personal data Chambers holds and the reasons we process it. It applies to information provided to us or collected by us in the context of the provision of legal services by our members. Individual members of Chambers and pupil barristers, after their first six months, will usually be independent Data Controllers, or joint Data Controllers, for the purposes of data protection laws. This Notice only applies to personal data processed by Chambers or controlled by it.

There is a separate policy which applies to visitors to our website [www.cornerstonebarristers.com](http://www.cornerstonebarristers.com), recipients of our marketing and promotional emails, and to other individual or representatives of organisations with whom we have contact, including expert witnesses and applicants for mini-pupillages. You can find that policy here: <https://cornerstonebarristers.com/privacy-policy/>.

## About us

Cornerstone Barristers ("Chambers", "Us, "Our" or "We") is a set of individual self-employed barristers who share the expenses, but not the profits of their individual practices. Chambers is not a partnership or a corporate entity and does not employ the members of Chambers. Chambers provides various administration, practice and business development services to its members.

When Chambers uses information in the way described in this Notice, it is acting as the Controller of information for the purposes of the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018. Chambers also handles personal information as 'processor' on behalf of individual members who are data controllers.

We are not required to appoint a Data Protection Officer, but you should contact our Chief Executive, Elizabeth Woodman, if you have any queries about our use of personal information or wish to exercise any of your rights under the GDPR.

## Types of information that Chambers collects, stores and processes in connection with the provision of legal services by our members

Depending on the area of law involved, Chambers may collect from you types of personal information including:

- Personal contact information.
- Name, address, gender.
- Personal information relevant to instructions to provide legal services, including copies of passport and identity information.
- CCTV footage when you enter our premises.
- Personal information relevant to the specific instructions.

- Criminal proceedings, outcomes, sentences and security measures.

Third parties, including members of Chambers, experts, witnesses, courts and tribunals, members of the public, government departments, regulators and public records may also provide this information.

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

Your data will be used for the following purposes:

- Administration in connection with the provision legal services and recording information relating to the use of these services, including anti-money laundering and anti-terrorism checks and the enforcement of our terms and conditions and the operation of our complaints policy.
- Enforcing the terms and conditions that apply to the services our members supply.
- Responding to complaints and raising complaints.
- Contacting you with relevant marketing content, including legal updates and notification of events or changes to our services or membership.
- Analysing the subjects and topics which appear to be of interest to you so we can endeavour to provide you with relevant content.
- In other ways as permitted or required by law.

### **Bases for processing personal information**

We rely on one or more of the following lawful bases to collect and process your personal information. We will only use your personal information if we have a legal basis to do so:

- To perform our contractual obligations to you or to enable our members to carry out their obligations to you.
- To comply with a legal obligation, for example anti-money laundering.
- For the purpose of our legitimate interests or the legitimate interests of a third party, that is, for the purposes of our marketing, management, accounting and administration and data security. You can opt out of receiving direct marketing-related emails by following the unsubscribe links.
- You have consented to the processing of your personal data.

We will ensure that we process data in a proper manner to prevent unauthorised access, disclosure or modification.

### **Personal information sharing**

We will not sell or distribute personal details to any third-party unless required by law or as described in this Notice. We may share your information:

- With service providers who assist us to administer our diary management, accountancy and banking services, fees chasing services, fees collection services, IT support services, data storage and back up services and email security services.

We have ensured that our third-party processors are subject to security and confidentiality obligations. They may only process your personal information in accordance with our instructions and for those specific purposes:

- To protect the vital interests of a person.
- To enforce our terms and conditions or in relation to defending or exercising the rights of our staff, members and clients.
- If there is a complaint, with the Bar Standards Board, the Head of Chambers, members of Chambers dealing with the complaint and the Legal Ombudsman.
- If necessary, with our professional advisers, insurers, auditors and lawyers.

### **Security of information**

We store personal information in hard copy and electronically. We use industry-standard security to protect your information from unauthorised access and use. When we do transfer data to third parties as set out in this Notice, they must agree to put in place adequate procedures.

### **How long we keep your information**

We will store personal information for at least one year after the end of the limitation period, or for as long as is necessary after the end of each matter for our legitimate business purposes.

### **Your rights**

Chambers is committed to complying with your rights under Data Protection Laws. In particular you may:

- Choose to restrict the collection or the use of your data.
- Request details of any personal information held under the Data Protection Act 2018.
- Require us to amend any incorrect data.

Under Data Protection Laws, we may be entitled to refuse requests.

If you have any questions about our privacy policies, would like to exercise your right to see a copy of the information that we hold about you, or would like to update the personal information we hold about you, please contact [Elizabeth Woodman](#).

January 2019