

## **Privacy Notice for Chloe Shuffrey**

In order to provide legal advice and representation, I need to collect and hold personal information. This may be your personal data or information relating to other parties involved in the matter. I will take all possible steps to protect personal information. I will ensure that I do not do anything that may infringe your rights or undermine your trust. This privacy notice describes the information I collect about you, how it is used and shared, and your rights regarding it.

### **Data controller**

I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that I hold and process in relation to my practice as a barrister. My registered address is 3 Hare Court, Temple, London EC4Y 7BJ and my registration number is ZA148148. If you need to contact me about your data or this privacy notice, you can reach me at [chloeshuffrey@3hare-court.com](mailto:chloeshuffrey@3hare-court.com)

### **Data collection**

All of the information that I hold about you is provided to or gathered by me in the course of your case and/or proceedings. Your solicitor and/or I will tell you why we need the information and how we will use it. On occasion I may also obtain information that is available publicly.

### **What data do I process about you?**

I collect and process both personal data and special categories of personal data as defined in the GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Payment or bank details
- Date of birth
- Next of kin details
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.

Where relevant, I may also need to process special category personal data that reveals your:

- Racial or ethnic origin
- Political opinions
- Religious and philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Sex life and sexual orientation.

On occasion, I may also process personal data relating to criminal convictions and offences.

### **My lawful basis for processing your information**

The General Data Protection Regulation (the GDPR) requires all organisations that process personal data to have a lawful basis for doing so. The lawful bases identified in the GDPR that I seek to rely upon are as follows:

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a contract.
- Compliance with a legal obligation
- The legitimate interests of my business or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
- Provision of legal services and advice;
- Processing is necessary to ensure network and information security, including preventing unauthorised access;
- For purposes of practice management, accounting and debt recovery;
- For completion of professional regulatory requirements;
- Processing for direct marketing purposes, or to prevent fraud; and
- Reporting threats to public security.

### **Special category processing**

I process special category data when:

1. It is necessary for the exercise or defence of legal claims or judicial acts; or
2. I have your explicit consent to do so.

**I use your information to:**

- Provide legal advice and representation;
- Assist in training pupils and mini pupils;
- Investigate and address your concerns;
- Communicate with you about news, updates and events;
- Investigate or address legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Make statutory returns as required by HMRC;
- Assist in any other applications for the purpose of professional development or career progression;
- For marketing purposes, including submissions to legal directories.

**I may share your personal data with:**

- Data processors, such as my Chambers staff, IT support staff, email providers, and data storage providers
- Other legal professionals
- Experts and other witnesses
- Courts and tribunals
- The staff in my Chambers
- Pupils and mini-pupils
- Lay clients
- Family and associates of the person whose personal information I am 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 me to provide a reference
- The general public in relation to the publication of legal judgments and decisions of Courts and tribunals [*this reason requires the production of a policy document to comply with this obligation - DPA 2018 sch. 1 Part 2. para. 5(1)*]

- Law enforcement officials, government authorities, or other third parties, to meet any legal obligations
- Legal directories, for the purpose of professional development
- Any relevant panel or tendering committee, for the purpose of professional development
- Accountants and banking officials
- Regulators or arbitrators, where complaints or disputes arise
- Any other party where I ask you for consent, and you consent, to the sharing
- I may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order

### **Transfer of your information outside the United Kingdom**

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your personal information out of the UK in any particular case or for any particular Purpose. Such transfers include transfers to cloud data storage providers situated outside the UK.

If you are in a country outside the UK or if the instructions you provide come from outside the UK, it is inevitable that your personal information will be transferred to that country or those countries.

If you reside outside the UK or my professional services involve persons, organisations, courts, arbitral institutions, adjudicators, arbitrators, expert determiners, mediators, investigations, tribunals and other forms of dispute resolution entity outside the UK, it may be necessary to transfer your personal information to that country or those countries outside of the UK for that purpose.

If either of these cases apply to you and you wish additional precautions to be taken in respect of your personal information please indicate this when providing instructions.

I will transfer your personal information outside the UK where there are adequate safeguards in place in respect of such transfers. In the absence of adequate safeguards, I will only transfer your personal information outside the UK where the transfer is necessary for the establishment, exercise or defence of legal claims.

I may also transfer your personal information outside the UK if you have given your explicit consent to the proposed transfer after having been informed of the possible risk of such transfer due to the absence of an adequacy decision or appropriate safeguards. You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out before the withdrawal of your consent.

**I retain your personal data** while you remain a client unless you ask me to delete it. My Retention and Disposal Policy (copy available on request) details how long I hold data for and how I dispose of it when it no longer needs to be held. I will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as a claim or dispute;
- I am legally required to; or
- There are overriding legitimate business interests to do so.

## **Your rights**

The GDPR gives you specific rights in terms of your personal data. For example, you have to be informed about the information I hold and what I use it for; you can ask for a copy of the personal information I hold about you; you can ask me to correct any inaccuracies with the personal data I hold, and you can ask me to stop sending you direct mail, or emails, or in some circumstances ask me to stop processing your details. Finally, if I do something irregular or improper with your personal data, you can seek compensation for any distress you are caused or loss you have incurred. 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 I have dealt with your query.

## **Accessing and correcting your information**

The best way to contact me should you wish to access or correct your information is by writing to me at 3 Hare Court, Temple, London, EC4Y 7BJ or by emailing Chambers' data protection lead at [dataprotection@3harecourt.com](mailto:dataprotection@3harecourt.com).

## **Marketing opt-outs**

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

**I will occasionally update my privacy notice.** Any updated privacy notice will be published on my website profile page.

28 September 2021

