

## Privacy Notice for David Maunder, Queen Square Chambers, Bristol.

Thank you for choosing to instruct me in your case. I will need to collect and hold your personal information in order to represent you. I will take all possible steps to protect your personal information. I am determined to do nothing that would 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 as a barrister. My registered address is Queen Square Chambers, 56 Queen Square, Bristol, BS1 4PR and my registration number is Z4718785.

### Data Collection

All the information that I hold about you will be provided to me or gathered in the course of your progressing your case and/or proceedings. Your solicitor and/or I will tell you why I need the information and how we will use it.

### My Lawful Basis for processing your information

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases identified in the GDPR are:

- 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
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Processing necessary for administering justice, or exercising statutory governmental, or other public functions.
- The legitimate interests of ourselves, 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;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

My Lawful Bases are (i) the consent of the client/subject (ii) compliance with a legal obligation (iii) to protect the vital interest of the data subject (iv) the processing is necessary in administering justice and/or (iv) a legitimate interest of myself or a third party.

My Legitimate Interests are (i) that the data subject is a client (ii) the processing is necessary in furtherance of legal proceedings that the data subject is involved in.

**I will use your information to:**

- Provide legal advice and representation.
- Further your case and/or proceedings before a court or tribunal.
- Inform other legal professionals who may be involved in your case, where necessary.
- Inform professionals from other agencies who have a legitimate interest in the proceedings.
- Assist in training pupils and mini-pupils.
- Investigate and address your concerns.
- Communicate with you about your case and take instructions.
- Communicate with the courts, and fulfil my obligations to the courts.
- Investigate or address any legal proceedings arising out of your use of my services, or as otherwise allowed by applicable law

I do not use automated decision-making in the processing of your personal data.

I collect and process both personal data and special categories of personal data as defined in the GDPR. Depending on the nature and substance of the case this may include the following categories of data:

### **Client data**

- Name;
- Address;
- Date of birth;
- Email and other social media addresses;
- Phone numbers;
- Location details;
- Device IP addresses;
- Financial information
- Medical information;
- Criminal and antecedent police or disciplinary records;
- Educational records;
- Employment records;
- Psychological assessments and counselling records;
- Other records relating to matters of a personal nature.

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

- Instructing solicitors
- The courts or court staff.
- Other lawyers involved in the case with a legitimate interest in the information, for the purposes of progressing the case.
- My Chambers management and staff who provide administrative services
- A pupil or mini pupil, under my training.
- My regulator or legal advisors in the event of a dispute or other legal matter;
- Law enforcement officials, government authorities, or other third parties to meet our legal duties and obligations
- Any other party where I ask you, and you consent to the sharing.

### **Transfers to third countries and international organisations**

I transfer personal data to the following countries or international organisations using the identified safeguards because appropriate safeguarding is in place.

1. Apple iCloud data storage - securely encrypted.

I am satisfied that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation.

**I will retain your personal data** while you remain a client and/or involved or connected to legal proceedings 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 or may be an unresolved issue, such as claim or dispute;
- I am legally required not to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting a client's safety and security.

## **Your Rights**

The General Data Protection Regulation gives you specific rights around 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 us to correct any inaccuracies with the personal data I hold, or in some circumstances ask us 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](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 dealt with you.

## **Accessing and Correcting Your Information**

You may request access to, correction of, or a copy of your information by contacting me at Queen Square Chambers, Bristol, BS1 4PR.

## **Cookies**

Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. The Chambers website use cookies to:

- Validate users
- Remember user preferences and settings

- Determine frequency of accessing our content

**I will occasionally update my Privacy Notice.** When I make significant changes, I will update this notice on the website.