QUEEN SQUARE
CHAMBERS

Fair Processing Notice for Business Contacts

At Queen Square Chambers, we respect your personal data. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

Our contact details

Queen Square Chambers

56 Queen Square

Bristol

BS1 4PR

T: 01179 211 966

What personal data do we collect about you? How will we use that personal data?

When you are a business contact of ours, we will collect and process your personal data in order to further our relationship with you. We start by collecting your name, address, phone, and email. These may be business or private or both.

We also like to learn more about you in order to understand better how we can work together. To further this aim, we will view your business social media profiles, such as Linkedin. We like to put your data on our system as this avoids a pile of business cards on our desks.

What is our legal basis for processing your personal data? How long do we hold your personal data?

We need a legal basis in order to process your personal data. Most of our processing is based on your consent but some of it is because we have a legitimate business interest in developing a relationship with you.

We will process the following personal data because we have your consent (a clear affirmative action – exchange of business cards):

• your name, address, phone, and email

We will process the following personal data because we believe that we have a legitimate interest in building a relationship with you:

• your business social media profiles

• putting your details into our system to keep track of them is a legitimate interest of ours

We will hold your data until you are no longer a contact or until you tell us otherwise, whereupon we will delete it if we no longer need it.

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your personal data with the following recipients:

• our software providers

• cloud service providers

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

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How long do we keep your personal data for?

We hold your personal data while you are a contact and will delete it if you are no longer a contact or you request us to do so and we don't need it anymore.

Your rights under GDPR

You have rights in respect of our processing of your personal data which are:

• To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).

• To rectify incorrect personal data that we are processing.

• To request that we erase your personal data if we no longer need it, if we are processing your personal data by consent and you withdraw that consent, if we no longer have a legitimate ground to process your personal data or we are processing your personal data unlawfully

• To object to our processing if it is by legitimate interest.

• To restrict our processing if it was by legitimate interest.

• To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.