QUEEN SQUARE
CHAMBERS

Fair Processing Notice for Website Users

Queen Square Chambers processes data about our website users. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that any personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

Queen Square Chambers

56 Queen Square

Bristol

BS1

4PR

T: 01179 211 966

When you use our website, we will process the following personal data about you:

- name, email, phone and your enquiry if / when you email us.
- name and email if you sign up to our Newsletter; and
- IP address/ MAC address when you use the website.

Why do we need it?

We need your name and contact details to answer your enquiry, and we will process this data with your consent.

We need your IP address and MAC address for security reasons.

We will send you our Newsletter when you allow us to do so. You have the right to unsubscribe marketing at any time. If you do choose to unsubscribe, we will keep your name and email address on a suppression list so that we don't email you again by accident.

Our legal basis for processing personal data

By law, we need a legal basis for processing the personal data of a website user. We will process your data using the legal basis of consent and legitimate interests.

Consent

Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time. For example, you consent to receive our Newsletter by email.

Legitimate interests

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our "legitimate interests" (if what the information is used for is fair and does not unduly impact your rights).

For example, we have a legitimate interest in keeping your personal on a suppression list so that we don't email you again when you have opted out. We only rely on legitimate interests where we have considered any potential impact on you, whether our processing is excessive and whether our processing does not override your rights.

We process the following data because we have a **legitimate interest:**

- The IP address and the MAC address when you visit our website enable us to keep our website secure

- keeping your data in our system to keep it secure
- your email in a suppression list so that we don't inadvertently email you after you have opted out of such communications.

How long do we hold your personal data?

We hold your data:

- for enquires - 12 months
- for marketing – until you withdraw consent or until we see that you are no longer opening the emails. We review our consents every year.
- for security – 12 months

In all cases we will hold data for a year for security purposes.

Who do we share your information with?

- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data outside of the EU or EEA.

Your rights under GDPR

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

- To access 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 are 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 a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at https://ico.org.uk/concerns/.

Reviewed: 5th December 2025

Next review: 5th December 2028