

## **PRIVACY NOTICE**

### **TIMOTHY BALDWIN**

I am a barrister at Albion Chambers

I want you to know that when you use me and our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information I and my chambers collect about you, how it is used and shared, and your rights regarding it.

### **Data Controller**

I and my chambers are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. My personal registration number is Z954515 and the registered address is Albion Chambers, Broad Street, Bristol BS1 1DR. Our registration number is A8743979 and our Data Protection Officer (DPO) is Nick Jeanes. Our Data Protection Officer can be contacted at [Nick.Jeanes@albionchambers.co.uk](mailto:Nick.Jeanes@albionchambers.co.uk).

### **Data Collection**

**All of the information that we hold about you is provided to us by yourself when you seek to use my and our services. We will tell you why we need the information and how we will use it.**

### **Our 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
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data

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 for direct marketing purposes, or to prevent fraud; and
- Reporting possible criminal acts or threats to public

Our Lawful Basis in relation to barristers' casework is for Albion Chambers Barristers to undertake the work they are instructed to do as counsel and for Albion Chambers staff to undertake the support work to enable the counsel to act. And our Legitimate Interest is that the data subject is a lay client (via professional clients' instructions).

Our Lawful Basis in relation to the staff and barristers is for Albion Chambers to undertake the required HR function.

### **We use the clients' information to:**

- Provide services, quotations, and information, in relation to the cases our barristers are instructed in;
- Provide service in the form of events such as seminars and lectures related to the work our barristers undertake;
- Process or support payments for goods and services;
- Conduct data analysis, testing, and to monitor and analyse usage and activity trends;
- Maintain the safety, security and integrity of our services;
- Direct your enquiries to the appropriate support staff;
- Investigate and address your concerns;
- Communicate with you about services, news, updates and events;
- Investigate or address legal proceedings relating to your use of our services, or as otherwise allowed by applicable law;
- Make statutory returns as required by appropriate bodies.

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

I and my chambers collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

#### Client data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Location details;
- Device IP

#### Employee Data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Family & next-of-kin details
- Medical conditions (if necessary for Albion Chambers to be aware of for purposes of providing assistance if needed)

### **We do not share your personal data with others**

#### Transfers to third countries and international organisations

We transfer personal data to third countries or international organisations using the identified safeguards because the nature of some cases our barristers are instructed in require this.

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

I and my chambers retain your personal data while you remain a client, pupil, employee, contractor, unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

**There is an unresolved issue, such as claim or dispute;**

- I and my chambers are legally required to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and

**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 we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we 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 we deal with you.

**Accessing and Correcting Your Information**

You may request access to, correction of, or a copy of your information by contacting us at 0117 927 2144.

**Marketing Opt-Outs**

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

**Cookies**

**What Are Cookies**

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies see the Wikipedia article on HTTP Cookies.

**How We Use Cookies**

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

## Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore, it is recommended that you do not disable cookies.

## The Cookies We Set

- Account related cookies

If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your site preferences when logged out.

- Login related cookies

We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.

- Email newsletters related cookies

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

- Forms related cookies

When you submit data through a form such as those found on contact pages or comment forms, cookies may be set to remember your user details for future correspondence.

- Site preferences cookies

In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences we need to set cookies so that this information can be called whenever you interact with a page affected by your preferences.

## Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

- This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official Google Analytics page.

- From time to time we test new features and make subtle changes to the way that the site is delivered. When we are still testing new features these cookies may be used to ensure that you receive a consistent experience whilst on the site, whilst ensuring we understand which optimisations our users appreciate the most.
- We also use social media buttons and/or plugins on this site that allow you to connect with your social network in various ways. For these to work the social media sites (including Twitter, Facebook and LinkedIn) may set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

If you need further information please email: [clerks@albionchambers.co.uk](mailto:clerks@albionchambers.co.uk)

I and my chambers will occasionally update our Privacy Notice. When we make significant changes, we will publish the updated Notice on our website.

Tim Baldwin

Barrister

01/09/22