

## **PRIVACY POLICY OF:**

**Mark Cotter**

**5 St Andrew's Hill, London EC4V 5BZ.**

**30 Park Place, Cardiff CF10 3BS.**

**Queen Square Chambers, Bristol BS1 4PR.**

**Policy became operational on: 1 February 2024 Next review date: 1 February 2025.**

### **Privacy Policy**

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 as a barrister. My ICO registration number is Z9701517. If you need to contact me about your data or this privacy notice, you can reach me at [markcotter@5sah.co.uk](mailto:markcotter@5sah.co.uk).

#### **Data collection.**

The information that I hold about you is provided to or gathered by me in the course of your case or proceedings to assist me in dealing with your case. Your solicitor 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.

Bank details.

Date of birth

Next of kin details.

Details pertaining to education, employment and medical history.

Information on your background & current circumstances.

Financial information.

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

Racial or ethnic origin Political opinions.

Religious/philosophical belief.

Trade Union Membership.

Health.

Biometrics/genetics.

Sex life and sexual orientation.

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 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.

**I use your information to:**

Provide legal advice and representation, to include carrying out investigations.

Make submissions to legal directories (case name only).

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

Other lawyers involved in your case.

Chambers personnel in connection with administration or managing your case.

My regulator or legal advisors in the event of a dispute.

Third parties where I am legally obliged to share such data.

Those who you instruct me to share it with or consent to me sharing it with.

**Transfers to third countries and international organisations**

I do not transfer any personal data to third countries or international organisations.

**I retain your personal data while you remain a client.**

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 your information at your request unless there is an unresolved issue, or I am legally required to retain it, or there are overriding legitimate business interests which necessitate retention:

**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](http://ico.org.uk/for_the_public/personal_information)

This is also the organisation that you can complain to if you are unhappy with how I have dealt with your query.

**Accessing and correcting your information.**

You may request access to, correction of, or a copy of your information by contacting me at [markcotter@5sah.co.uk](mailto:markcotter@5sah.co.uk).

**I will occasionally update my privacy notice.**

When I make significant changes, I will notify you of I will also publish the updated notice.

**Mark Cotter K.C.**

**January 2024**