

## **Privacy Notice for Rebecca Harrington**

30 Park Place Chambers

ICO No: Z9229946

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 not to do anything 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 30 Park Place, Cardiff, CF10 3BS and my registration number is Z9229946.

### **Data Collection**

The vast majority of the information that I hold about you is provided to or gathered by me in the course of your case and/or proceedings and is gathered because it is necessary in order for me to represent or advise you or because it is required in accordance with the court rules and court processes. If information is provided to or gathered for any other reason, your solicitor and/or I will tell you why we need the information and how we will use it.

In addition to the information you may provide to me or your solicitor, I may also obtain information from other sources as follows:

- Information that is available publicly in registers, searches or in the media
- Other legal professional including solicitors and barristers and their associates, trainees and staff
- Chambers staff
- Expert witnesses
- Prosecution, regulatory, public or administrative bodies
- Court staff and officials
- References

### **Data Processed**

I collect and process both personal data and special categories of personal data (underlined below) as defined in the GDPR. **The data I collect and process may include:**

- Name
- Email
- Phone number
- Address
- Payment or bank details
- Date of birth
- Location details
- Information about your background, including education history, and current circumstances
- Financial information including in relation to employment
- Medical records including genetic data
- Criminal records
- Social services records
- Immigration history and records which may include biometric data
- [Next of kin details](#)

The records and information which I collect and process may include data which reveals your:

- Racial or ethnic origin
- Political opinions
- Religious and/or philosophical belief
- Trade union membership
- Sexual orientation or which includes details of your sex life.

On occasion, I may also process personal data relating to criminal convictions and offences.

### **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.

**My Lawful Bases for processing your personal data are**, as applicable in an individual case:

- Consent
- Performance of a contract with the data subject or to take steps to enter into a contract
- [Compliance with a legal obligation – this includes compliance with regulatory and professional obligations \(eg filing tax returns\)](#)

- The legitimate interests of myself, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. The Legitimate Interests include:
  - Where the data subject is a client or in the service of the controller;
  - The provision of legal services
  - Practice management including:
    - Maintaining records to avoid conflicts
    - Network and information security
    - Accounting and debt recovery
  - Compliance with professional regulatory requirements
  - Direct marketing
  - Training of pupils.

I also process your special personal data. **My Lawful Bases for processing your special personal data are:**

- Consent
- Processing is necessary for the establishment, exercise or defence of legal claims.

I also process data relating to criminal offences. **My Lawful Bases for processing criminal data are:**

- Processing is necessary in connection with legal proceedings
- Processing is necessary for the purpose of legal advice
- Processing is necessary for the establishment, exercise or defence of legal claims.

## **How I use and share your data**

**I use your information to:**

- Provide legal advice and representation including billing for the work I undertake
- Assist in training pupils and mini-pupils
- Investigate and address your concerns **including in relation to any complaints with regulators**
- Communicate with you about news, updates and events
- Investigate or address legal proceedings relating to your use of my services/products, or as otherwise allowed by applicable law
- Make statutory returns if required by any legislation

- Carry out conflict checks and any checks required in relation to anti-money laundering, terrorist financing or in relation to embargoed individuals or organisations
- Assist in applications for the purpose of professional development and/or career progression
- Communicate legal updates and judgments to other legal professionals
- For the management and administration of my practice including to recover debt.

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

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

- Instructing solicitors
- Pupil or mini pupil, under my training
- Opposing Counsel, solicitor or lay parties (including Mackenzie Friends or other individuals permitted by the court to assist parties and to have access to court documentation), for the purposes of resolving the case
- Members of the judiciary and court staff in the context of court proceedings
- Expert witness and other witnesses
- My Chambers management and staff, and companies and other staff who provide administrative services, including IT services
- My regulator, Head of Chambers or chambers disciplinary committee, or legal advisors in the event of a complaint or a dispute or other legal matter
- Law enforcement officials, government authorities, or other third parties to meet my legal obligations this may include police or intelligence services where required by law including pursuant to a court order
- Select third parties, including legal directories, for the purposes of quality assurance and marketing in respect of the services I provide
- Any relevant panel or tendering committee, for the purpose of professional development
- Accountants and finance officials
- Any other party where I ask you and you consent to the sharing.

**Transfers to third countries and international organisations**

I do not routinely transfer any personal data to third countries or international organisations. In exceptional circumstances when such a transfer may occur it would only take place to the extent permitted by the General Data Protection Regulation and would be fully protected and safeguarded as required by the General Data Protection Regulation.

## Retention

I retain your personal data while you remain a client unless you ask me to delete it (but see below) or I no longer need to retain your data. 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:

- You remain a client and wish me to continue to act on your behalf;
- There is 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 customers' safety and security;
  - Conflict checks.

## 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 me to correct any inaccuracies with the personal data I hold, you can ask me to stop sending you direct mail, or emails, 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)

The ICO is the organisation that you can complain to if you are unhappy with how I dealt with your personal data or with a query which you have raised in relation to your personal data.

## Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me at 30 Park Place, Cardiff CF10 3BS.

## Marketing Opt-Outs

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

## **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 as set out in the cookies policy which can be found on the website and by going to the following webpage: <http://www.30parkplace.co.uk/compliance/cookies-policy>

**I will occasionally update my Privacy Notice.** I will publish the updated Notice on my website profile and if I make significant changes, I will notify you of these via your solicitor.

Dated May 2023, changes from previous version in **blue**