



PRIVACY POLICY OF:

RHIAN JONES

30 PARK PLACE CHAMBERS, CARDIFF, CF10 3BS

ICO REG. ZA181902

DATE: 20.02.24

POLICY BECAME OPERATIONAL ON 20.02.24

REVIEW DATE: 20.02.25

This document describes the information that a barrister collects about data subjects, how it is used and shared, and the data subjects' rights regarding it.

Privacy Notice

Thank you for choosing to instruct me in your case. In order to provide legal advice and representation 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 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 registered address is [30 Park Place Chambers Cardiff] and my registration number is [ZA181902]. If you need to contact me about your data or this privacy notice, you can reach me at clerks@30parkplace.co.uk

Data Collection

All or the vast majority of the information that I hold about you is provided to or gathered by us in the course of your case and/or proceedings. 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 also obtain information from other sources as follows:*

- *Information that is available publicly in registers, searches or in the media*
- *Other legal professionals including solicitors and barristers and their associates, trainees and staff*
- *Chambers staff*
- *Expert witnesses*
- *Prosecution bodies*
- *Regulatory, public or administrative bodies*

- *Court staff & officials*
- *Clients*
- *References*

What data do I process about you?

Depending on the type of work, I collect and process both personal data and special categories of personal data as defined in the UK GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Payment or bank details
- Date of birth
- Next of kin details
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.
- Location details;
- Device IP address;
- Medical Records
- Criminal Records]
- Local Authority Records (children and adult services and support provision)
- Probation Records
- Support Services Records (i.e. drugs and alcohol, counselling etc.)
- Education records

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

- Racial or ethnic origin
- Political opinions

- Religious and philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Sex life and sexual orientation.

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

My lawful basis for processing your information

In order that I can provide legal services and representation for you, I must process your personal data. 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: where this required, I will ensure that I have your specific consent for processing your data for the specified purposes. You will also have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place prior to your withdrawal of consent.
- Performance of a contract with the data subject or to take steps to enter into a contract
- Compliance with a legal obligation: to comply with various regulatory and professional obligations, e.g. filing tax returns with HMRC.
- 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 controller.
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

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 security.
- Provision of legal services and advice.
- For purposes of practice management, accounting and debt recovery;.
- For completion of professional regulatory requirements.
- Such other purposes as set out below.

Our Lawful Basis is all of those set out above as they may each be applicable from time to time in the course of representing you during Court proceedings or providing you with advice either pre or post Court Proceedings and our Legitimate Interest is Where the data subject is a client or in the service of the controller.

Special category processing

The UK GDPR specifies that where I process special category data, I must rely upon certain exemptions in order to do so lawfully. The following exemptions are applicable in my practice

1. I have your explicit consent to do so; or
2. It is necessary for the exercise or defence of legal claims or judicial acts.

Criminal data processing

On occasion, I process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings;
- The purpose of obtaining legal advice; or
- The purposes of establishing, exercising or defending legal rights.
- Where I have your explicit consent to do so.

Purposes

I use your personal information for the following purposes:

- Provide legal advice and representation
- Assist in training pupils and mini-pupils
- Investigate and address your concerns;
- 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 as required
- Assist in any tendering or panel membership applications;
- Assist in any other applications for the purpose of professional development or career progression;
- Communicate legal updates and judgments to other legal professionals;
- For marketing purposes.
- For the management and administration of my practice
- To recover debt
- To manage complaints with regulators
- Communications with regulators
- Where relevant to conduct anti money laundering, terrorist financing or conflict of interest checks

In the course of processing your information to provide legal services to you, I may share your personal data with:

- Instructing solicitors or other lawyers involved in your case;

- A pupil or mini pupil, under my training;
- Opposing counsel, for the purposes of resolving the case;
- Court Officials, including the Judiciary;
- Opposing lay clients
- My chambers' management and staff who provide administrative services for my practice;
- Expert witnesses and other witnesses;
- My regulator or legal advisors in the event of a dispute, complaint or other legal matter;
- Head of Chambers or complaints committee within my chambers, in the event of a complaint;
- Law enforcement officials, government authorities, or other third parties, to meet any legal obligations;
- Legal directories, for the purpose of professional development;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, where complaints or disputes arise;
- Any other party where I ask you for consent, and you consent, to the sharing.
- I may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order

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

In the course of processing your information to provide legal services to you, I may share your personal data with:

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil, under my training
- Opposing Counsel, for the purposes of resolving the case
- The Court and Court Officials Including the Judiciary
- My Chambers management and staff who provide administrative services;

- My regulator or legal advisors in the event of a dispute or other legal matter;
- Expert witnesses or other witnesses
- Legal directories or appointment agencies (the JAC), for the purpose of professional development, progression and marketing but the information will be anonymised;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, where complaints or disputes arise;
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations;
- Any other party where I ask you and you consent to the sharing.
- Any third parties as directed and approved by the Court

Transfers to third countries and international organisations

I do not transfer any personal data to third countries or international organisations save for any transfer which may occur via the use of my Chambers authorised file storage system (currently Dropbox but will move to One Drive in February 2024)

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

I retain your personal data while you remain a client unless you ask me to delete it. 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:

- There is an unresolved issue, such as claim or dispute;
- I am legally required to; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.
- It would be in contravention of my retention and disposal policy

I will typically retain case files for a period of 7 years following the conclusion of a case/matter or receipt of final payment, whichever is the latest. This reflects the period required by the Bar Mutual Indemnity Fund relating to potential limitation periods]

Where various pleadings and documents have been drafted, they may be retained for learning purposes and legal research. Where this is the case, I will anonymise the personal information/redact information which may identify an individual/risk assess the continued retention of the documents.

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)

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

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me or my clerks at 30 Park Place Chambers Cardiff 02920 398421 or clerks@30parkplace.co.uk

Marketing Opt-Outs

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

I will occasionally update my Privacy Notice. When I make significant changes, I will notify you of these through either mail or email or via your solicitor.