

Privacy Policy

This Privacy Policy sets out how I, Lucile Taylor, collect, store and use information about you in order to represent you and where I otherwise obtain or collect information about you. This Privacy Policy describes the information I collect about you, how it is used and shared, and your rights regarding it. This Privacy Policy is effective from 6 November 2019.

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Summary

This section summarises how I obtain, store and use information about you. It is intended to provide a very general overview only. **It is not complete in and of itself and it must be read in conjunction with the corresponding full sections of this Privacy Policy.**

- **Data controller:** Lucile Taylor
- **How I collect or obtain information about you:**
 - when you provide it to me (e.g. by contacting me or instructing me to act on your behalf); and
 - occasionally, from third parties.
- **Information I collect:** personal details, family details, lifestyle and social circumstances, financial details, education, training and employment details, racial or ethnic origin, medical records, political opinions, religious, philosophical or other beliefs, trade union membership, sex life or sexual orientation, genetic data/information, contact details, insurance details, biometric data for the purpose of uniquely identifying a natural person, criminal proceedings, outcomes and sentences, and related security measures, and any other information you supply when contacting or instructing me.
- **How I use your information:** for administrative and business purposes (particularly to contact you and process your information), to provide legal services, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations, assist in training pupils and mini-pupils, to keep accounting records and carry out office administration, to check for potential conflicts of interest in relation to future potential cases, to carry out anti-money laundering and terrorist financing checks, to take or defend legal or regulatory proceedings or to exercise a lien, investigate and address your concerns, to respond to requests for references,

to respond to potential complaints or make complaints, communicate with you about news, updates and events, to promote and market my services, to publish legal judgments and decisions of courts and tribunals, investigate or address legal proceedings relating to your use of my services/products, or as otherwise allowed by applicable law, other purposes as required or permitted by law, and in connection with my legal rights and obligations.

- **Disclosure of your information to third parties:** only to the extent necessary to represent you, communicate with you, where required by law or to enforce my legal rights.
- **Do I sell your information to third parties:** No
- **How long I retain your information:** for no longer than necessary, taking into account any legal obligations I have (e.g. to maintain records for tax purposes), any other legal basis I have for using your information (e.g. your consent, performance of a contract with you or providing legal representation) and certain additional factors described in the main section below entitled How long I retain your information. For specific retention periods in relation to certain information which I collect from you, please see the main section below entitled How long I retain your information.
- **How I secure your information:** using appropriate technical and organisational measures such as storing your information on secure systems.
- **Use of automated decision making and profiling:** I do not use automated decision making or profiling.
- **Your rights in relation to your information**
 - to access your information and to receive information about its use
 - to have your information corrected and/or completed
 - to have your information deleted
 - to restrict the use of your information
 - to receive your information in a portable format
 - to object to the use of your information
 - to withdraw your consent to the use of your information
 - to complain to a supervisory authority

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 4 Paper Buildings, Temple, London EC4Y 7EX and my registration number is ZA524690.

You can contact me by writing to Lucile Taylor, 4 Paper Buildings, Temple, London EC4Y 7EX or by sending an email to lucile.taylor@hailshamchambers.com.

If you have any questions about this Privacy Policy, please contact me.

How I collect or obtain information about you

Information collected from you

I collect information about you when you provide it to me, such as when you contact me directly by email, phone, in writing and when I provide you with my services. The type of information I collect about you includes information such as your:

- personal details;
- family details;
- lifestyle and social circumstances;
- financial details;
- education, training and employment details;
- physical or mental health details;
- racial or ethnic origin;
- political opinions;
- religious, philosophical or other beliefs;
- trade union membership;
- sex life or sexual orientation;
- genetic data/information;
- contact details;
- insurance details;
- biometric data for the purpose of uniquely identifying a natural person;
- criminal proceedings, outcomes and sentences, and related security measures; and
- other personal data relevant to instructions to provide legal services, including data specific to the instructions in question.

Legal basis for processing: consent (Article 6(1)(a) of the General Data Protection Regulation).

Consent: where you have provided me information in connection with the possibility of engaging me to provide legal services such as advice and/or representation to you, whether directly, or in conjunction with your instructing solicitors, I will process your information on the basis of your consent, which you give by passing on your information to me.

Legal basis for processing: necessary to perform a contract or to take steps at your request to enter into a contract to provide legal services such as advice or representation (Article 6(1)(b) of the General Data Protection Regulation).

Reason why necessary to perform a contract: where you, or your instructing solicitors have entered into a contract with me for the provision of legal services, for example, where you, as a client, instruct me directly to provide legal advice or representation, or where I am instructed by a solicitor (whether you are the client or the instructing solicitor), I will process information you provide me directly in order to enable me to provide services to you to the required standard.

Information collected from and/or provided by third parties

The same categories of information mentioned above may also be obtained from and/or be provided by third parties or other sources. The third parties from which I receive information about you will generally include:

- other legal professionals or experts;
- members of Chambers, door tenants and pupils, and former members of Chambers, door tenants and pupils;
- Hailsham Chambers' clerks and staff;
- members of the public;

- data processors, such as Hailsham Chambers' IT support, email, website and data storage providers;
- solicitors, barristers or other persons acting on your behalf;
- pupil barristers;
- your family and friends;
- experts;
- witnesses;
- education and examining bodies;
- courts and other tribunals;
- court staff and other persons in the employment of, or otherwise engaged by, HM Courts & Tribunals Service;
- arbitrators;
- investigators;
- government departments and agencies;
- other statutory authorities;
- regulators;
- public records and registers;
- referees and assessors;
- those operating the Crown Court Digital Case System or other court digital case systems, digital platforms or interfaces; and
- other parties to or interested persons in the claim or matter in which you are involved.

I will ensure that the personal information I collect is updated to my systems in a timely and accurate manner. I will not collect information about you for any purpose other than as specified within my contract with you, or as necessary to provide you with legal representation.

Legal basis for processing: necessary to perform a contract or to take steps at your request to enter into a contract to provide legal advice or representation (Article 6(1)(b) of the General Data Protection Regulation).

Reason why necessary to perform a contract: where a third party (such as your instructing solicitor if you are a client) has passed on information about you to me (such as your name and email address) in order for me to provide services to you, I will process your information in order to take steps at your request to enter into or perform a contract with you or your solicitor to provide legal services such as advice or representation (as the case may be). In certain circumstances, I will also obtain information about you from public sources in order to enable me to provide services to you or services to a sufficient standard.

Legal basis for processing: consent (Article 6(1)(a) of the General Data Protection Regulation).

Consent: where you have asked that a third party to share information about you with me and the purpose of sharing that information is not related to the performance of a contract or services by me to you, I will process your information on the basis of your consent, which you give by asking the third party in question to pass on your information to me.

Legal basis for processing: my legitimate interests (Article 6(1)(f) of the General Data Protection Regulation).

Legitimate interests: in certain circumstances, I will have a legitimate interest in obtaining information about you from public and private sources. For example, if you have infringed or I suspect that you have infringed any of my legal rights, I will have a legitimate interest in obtaining and processing information about you from such sources in order to investigate and pursue any suspected or potential infringement.

Information shared by me with third parties

Generally, I do not share information about you with third parties. If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a legal professional, I have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

The third parties from which it may be necessary to share your information with are as follows:

- instructing solicitors;
- opposing Counsel, for the purposes of resolving the case;
- my Chambers management and staff who provide administrative services;
- the software provider for Chambers' client CRM and workflow management tools;
- my regulator or legal advisors in the event of a dispute or other legal matter;
- law enforcement officials, government authorities, or other third parties to meet my legal obligations;
- other legal professionals;
- experts and other witnesses;
- prosecution authorities;
- courts and tribunals;
- pupil barristers;
- lay clients;
- arbitrators;
- software providers, including Microsoft and Dropbox;
- mediators;
- other non-legal professionals;
- in the event of complaints, the Head of Chambers, other members of Chambers and Chambers staff who deal with complaints, the Bar Standards Board, and the Legal Ombudsman;
- family and associates of the person whose personal information I am processing;
- current, past or prospective employers;
- education and examining bodies;
- other regulatory authorities;
- business associates, professional advisers and trade bodies, e.g. the Bar Council or BMIF (Professional Indemnity Insurers);
- the intended recipient, where you have asked me to provide a reference;
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals; and
- any other party where I ask you and you consent to the sharing.

I may be required to provide your information to regulators, such as the Financial Conduct Authority, the Bar Standards Board or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without my consent or yours, which includes privileged information.

I may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

Legal basis for processing: necessary to perform a contract or to take steps at your request to enter into a contract to provide legal representation (Article 6(1)(b) of the General Data Protection Regulation).

Reason why necessary to perform a contract: where you have entered into a contract or requested

that I enter into a contract with you to provide legal services such as advice or representation, in certain circumstances, sharing information with the above third parties may be necessary to legally represent you or to take steps at your request to legally represent you. If you are a client, I may share information with your instructing solicitor or other third parties set out above in order to perform my contract with you or your solicitors to the required standard.

How I use your information

I use your personal information for a variety of purposes which may include the following:

- to provide legal services, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
- to assist in training pupils and mini-pupils;
- to keep accounting records and to carry out office administration;
- to check for potential conflicts of interest in relation to future potential cases;
- to carry out anti-money laundering and terrorist financing checks;
- to take or defend legal or regulatory proceedings or to exercise a lien;
- to investigate and address your concerns;
- to respond to requests for references;
- to respond to potential complaints or make complaints;
- to communicate with you about news, updates and events;
- to promote and market my services;
- to publish legal judgments and decisions of courts and tribunals;
- to respond to potential complaints or make complaints;
- to investigate or address legal proceedings relating to your use of my services/products, or as otherwise allowed by applicable law; and
- for other purposes as required or permitted by law.

Legal basis for processing: necessary to perform a contract or to take steps at your request to enter into a contract to provide legal representation (Article 6(1)(b) of the General Data Protection Regulation).

Reason why necessary to perform a contract: where you have entered into a contract or requested that I enter into a contract with you to provide legal services such as advice or representation, in certain circumstances, using your information for the above purposes may be necessary to legally represent you or to take steps at your request to legally represent you, or to provide any other services you have engaged me to provide

Legal basis for processing: consent (Article 6(1)(a) of the General Data Protection Regulation).

Consent: I may proceed with using your information for any of the above purposes on the basis of your consent, which you give by asking me to represent you.

Legal basis for processing: my legitimate interests (Article 6(1)(f) of the General Data Protection Regulation).

Legitimate interests: I also process your personal information in my legitimate interests. These interest specifically include, without limitation, the legitimate interests of provide legal services as a barrister, in effectively managing my practice, ensuring fair resolution of any complaints or disputes, in complying with my regulatory duties or codes of conduct, and in maintain relationships with clients and providing you with the best overall service in accordance with the professional duties applicable to me.

Use of your information only where I have your consent

Where I process your information on the basis of your consent, you can withdraw your consent to such processing at any time by emailing me at lucile.taylor@hailshamchambers.com or by writing to Lucile Taylor, 4 Paper Buildings, Temple, London EC4Y 7EX.

How long I retain your information

I will keep your personal information in a form which permits identification of you for no longer than is necessary for the purposes for which the personal information is processed.

I may store your personal information as follows:

- until at least one (1) year after the expiry of any relevant limitation period (which will usually be six (6) years, but may be twelve (12) years, or for such longer period as is necessary to ensure that the relevant information remains available should a claim be made, as provided in the Limitation Act 198, or where the case includes information relating to a minor), from the date of the last item of work carried out. This information may be needed for potential legal proceedings or subject to a complaint. Any further retention will be reviewed, and the data will be marked for deletion or marked for retention for a further period. The latter retention period is likely to occur only where the information is needed for regulatory matters, legal proceedings or active complaints. Deletion will be carried out without further notice to you as soon as reasonably practicable after the data is marked for deletion.
- The information is stored in a way that is required to allow me to carry out conflict checks for the rest of my career. The information stored is likely to be limited to your name and contact details, the name of the case, and your case reference number.
- Information related to anti-money laundering checks will be retained until five (5) years after the completion of the transaction or the end of the business relationship, whichever is the later; and
- names and contact details held for marketing purposes will be stored indefinitely or until I or Hailsham Chambers' clerks or staff become aware that the individual has ceased to be a potential client. I do not market directly to lay clients.

Criteria for determining retention periods

In any other circumstances, I will retain your information for no longer than necessary, taking into account the following:

- the purpose(s) and use of your information both now and in the future (such as whether it is necessary to continue to store that information in order to continue to perform my obligations under a contract with you or to contact you in the future);
- whether I have any legal obligation to continue to process your information (such as any record-keeping obligations imposed by relevant law or regulation);
- whether I have any legal basis to continue to process your information (such as your consent);
- any relevant legal practices on how long information should be retained;
- the levels of risk, cost and liability involved with me continuing to hold the information;
- how hard it is to ensure that the information can be kept up to date and accurate; and
- any relevant surrounding circumstances (such as the nature and status of my relationship with you).

How I secure your information

Your personal data or information may be stored both electronically and in paper form. I take appropriate technical and organisational measures to ensure your information is secure and stored to protect it against unlawful or unauthorised use and accidental loss or destruction, including using secure systems to store your information.

When you contact me, I may ask you to provide me with some information so that I can confirm your identity. If third parties (e.g. family members, support workers, solicitors) act on your behalf, I will take steps to make sure that you have agreed for them to do so. This includes asking them to provide me with supporting information to indicate your consent. This process is in place to protect you and to make sure that other people cannot access information pertaining to you that they are not entitled to know.

Employees and third parties who have access to, or are associated with the processing of, your personal information will be required to ensure compliance with the General Data Protection Regulation and to make reasonable efforts to safeguard it.

I may store your personal information online using a cloud-based storage service, such as Dropbox. Where I do so, I ensure that the third party storage server is either located within the European Economic Area, or has in place the required organisational and technical safeguards to protect your information, for example, where the organisation has self-certified under the EU-US Privacy Shield. Any third party service I use will have in place systems for encrypted transfers or storage of data.

Transmission of information to me by email

Transmission of information over the internet is not entirely secure, and if you submit any information to me over the internet (whether by email, via my website or by any other means), you do so entirely at your own risk.

I cannot be responsible for any costs, expenses, loss of profits, harm to reputation, damages, liabilities or any other form of loss or damage suffered by you as a result of your decision to transmit information to me by such means.

Transfers of your information to other countries and safeguards used

I do not transfer any personal data to countries outside the European Economic Area or to international organisations.

Your rights in relation to your information

Subject to certain limitations on certain rights, you have the following rights in relation to your information, which you can exercise by writing to Lucile Taylor, 4 Paper Buildings, Temple, London EC4Y 7EX or by sending an email to lucile.taylor@hailshamchambers.com:

- **to request access to your information** and information related to my use and processing of your information;
- **to request the correction or deletion** of your information;
- **to request that I restrict my use** of your information;
- **to receive information which you have provided to me in a structured, commonly used and machine-readable format** (e.g. a CSV file) and the right to have that information transferred to another data controller (including a third party data controller);

- **to object to the processing of your information for certain purposes** (for further information, see the section below entitled Your right to object to the processing of your information for certain purposes);
- **to withdraw your consent to my use of your information** at any time where I rely on your consent to use or process that information. Please note that if you withdraw your consent, this will not affect the lawfulness of my use and processing of your information on the basis of your consent before the point in time when you withdraw your consent;
- **to restrict my processing of your personal information** in certain circumstances;
- **the right not to be subject to a decision based solely on automated processing, including profiling which produces legal affects concerning you or similarly significantly affects you**; and
- **the right to lodge a complaint with a supervisory authority**, in particular in the Member State of your habitual residence, place of work or of an alleged infringement of the General Data Protection Regulation.

For the purposes of the UK, the supervisory authority is the Information Commissioner's Office (ICO), the contact details of which are available here: <https://ico.org.uk/global/contact-us/>

Further information on your rights in relation to your personal data as an individual

The above rights are provided in summary form only and certain limitations apply to many of these rights. For further information about your rights in relation to your information, including any limitations which apply, please visit the following pages on the ICO's website:

- <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>; and
- <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

You can also find out further information about your rights, as well as information on any limitations which apply to those rights, by reading the underlying legislation contained in Articles 12 to 22 and 34 of the General Data Protection Regulation, which is available here: http://ec.europa.eu/justice/data-protection/reform/files/regulation_oj_en.pdf

Verifying your identity where you request access to your information

Where you request access to your information, I am required by law to use all reasonable measures to verify your identity before doing so.

These measures are designed to protect your information and to reduce the risk of identity fraud, identity theft or general unauthorised access to your information.

How I verify your identity

Where I possess appropriate information about you on file, I will attempt to verify your identity using that information.

If it is not possible to identify you from such information, or if I have insufficient information about you, I may require original or certified copies of certain documentation in order to be able to verify your identity before I am able to provide you with access to your information.

I will be able to confirm the precise information I require to verify your identity in your specific circumstances if and when you make such a request.

Your right to object to the processing of your information for certain purposes

You have the right to object to me using your information, which you may exercise by writing to Lucile Taylor, 4 Paper Buildings, Temple, London EC4Y 7EX or by sending an email to lucile.taylor@hailshamchambers.com.

Sensitive Personal Information

In addition to the processing of personal information, I also process special categories of personal information, which are treated differently due to the additional importance and risks associated with the handling of this information,

‘Sensitive personal information’ is information about an individual that reveals the following:

- racial or ethnic origin;
- political opinions, religious or philosophical beliefs, or trade union membership;
- genetic information, biometric information for the purpose of uniquely identifying an individual;
- information concerning health (physical or mental);
- information concerning a natural person’s sex life or sexual orientation; and
- criminal proceedings, outcomes and sentences, and related security measures.

Special condition: Wherever I process sensitive personal information, for example, in the course of providing legal services such as advice or representation, I do so on the legal basis set out below. In addition, wherever sensitive personal information is being processed, a special condition is required under Article 9(2) of the General Data Protection Regulation to provide additional protection for the person whose information is being processed.

Explicit consent: I will process sensitive personal information about you where you have provided your explicit consent to such processing in accordance with Article 9(2)(a) of the General Data Protection Regulation, either to myself directly, or to my instructing solicitor.

Legal basis for processing: consent (Article 6(1)(a) of the General Data Protection Regulation).

Consent: I may proceed with using your sensitive personal information for any of the purposes outlined in the section [How I use your information](#), above, on the basis of your consent, which you give by asking me to represent you, supplying me with your personal information, or by engaging my instructing solicitor ahead of my instruction.

Legal basis for processing: necessary to perform a contract or to take steps at your request to enter into a contract to provide legal representation (Article 6(1)(b) of the General Data Protection Regulation).

Reason why necessary to perform a contract: where you have entered into a contract or requested that I enter into a contract with you to provide legal services such as advice or representation, in certain circumstances, I am entitled by law to process the sensitive personal information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights.

Changes to my Privacy Policy

I update and amend my Privacy Policy from time to time.

Minor changes to my Privacy Policy

Where I make minor changes to my Privacy Policy, I will update my Privacy Policy with a new effective date stated at the beginning of it. My processing of your information will be governed by the practices set out in that new version of the Privacy Policy from its effective date onwards.

Major changes to my Privacy Policy or the purposes for which I process your information

Where I make major changes to my Privacy Policy or intend to use your information for a new purpose or a different purpose than the purposes for which I originally collected it, I will notify you by email (where possible) or by posting a notice on my website.

I will provide you with the information about the change in question and the purpose and any other relevant information before I use your information for that new purpose.

Wherever required, I will obtain your prior consent before using your information for a purpose that is different from the purposes for which I originally collected it.

Copyright

The copyright in this Privacy Policy is either owned by, or licensed to, me and is protected by copyright laws around the world and by copyright protection software. All intellectual property rights in this document are reserved.