



MEMBERS PRIVACY NOTICE

ABOUT THIS PRIVACY NOTICE

The following form of privacy notice is published by each barrister (“**Member**”) who is a member of Red Lion Chambers (“**Chambers**”). For the avoidance of doubt “Chambers” shall refer to Red Lion Chambers irrespective of any changes to its corporate structure or constitution.

In this notice “**you**” refers to any individual whose personal data the relevant Member holds or processes and “**I**” or “**me**” refers to the relevant Member (barrister) who has been instructed in relation to a case or matter.

This privacy notice should be treated as issued by each Member separately but if you would like a separate privacy notice specifying the name of a Member, please contact the Member concerned.

I am a barrister who works on a self-employed basis via Chambers and, accordingly, as set out above I am an independent controller of personal data under applicable data protection law.

I take the privacy of your information very seriously. This privacy notice is designed to tell you about my practices regarding the collection, use and disclosure of personal information which may be collected in person from you, obtained via Chambers’ website or collected through other means such as by an online form, email or telephone communication. When I do so, I am subject to the UK General Data Protection Regulation (“**UK GDPR**”) and Data Protection Act 2018. I am also subject to the EU General Data Protection Regulation (“**EU GDPR**”) in relation to services that I offer to individuals in the European Economic Area (“**EEA**”).

This notice applies to personal information provided to and held by me from Chambers’ website users, suppliers, clients and professionals (including solicitors) who instruct me, and whose data I process.

Please note that Chambers is itself an independent controller of data. As such if information is provided to Chambers their individual privacy notice will apply. A copy of Chamber’s privacy notice is available on Chambers’ website.

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

WHY DO I PROCESS PERSONAL DATA?

The information I collect from you and why I use that information:

When carrying out the provision of legal services I collect some or all of the following
Updated January 2025



personal information that you provide:

	Type of information	My use of that information
a)	Personal information (including names, dates of birth and personal contact details)	<ul style="list-style-type: none">- To provide legal services to clients, including the provision of legal advice and representation in Courts, Tribunals, Arbitrations, and Mediations- To protect the vital interests of you or another person- Performance of a task carried out in the public interest or in the exercise of official authority vested in us- To carry out anti-money laundering and terrorist financing checks- To check for potential conflicts in relation to future potential claims- To promote and market my services- To respond to potential complaints or make complaints- To publish legal judgments and decisions of Courts and Tribunals- As required or permitted by law
b)	Records of goods and services procured by me	<ul style="list-style-type: none">- When procuring goods and services- As required or permitted by law
c)	Financial details such as financial status and bank	<ul style="list-style-type: none">- To check for potential



	details	<p>conflicts in relation to future potential claims</p> <ul style="list-style-type: none"> - To protect the vital interests of you or another person - Performance of a task carried out in the public interest or in the exercise of official authority vested in us - To keep accounting and invoicing records and carry out office administration - To carry out anti-money laundering and terrorist financing checks - To provide legal services to clients, including the provision of legal advice and representation in Courts, Tribunals, Arbitrations, and Mediations - Other personal data relevant to instructions to provide legal services, including data specific to instructions in question - As required or permitted by law
d)	Family details	
e)	Records of education, training and employment	
f)	Physical or mental health details, including (but not limited to) any relevant Covid-19 Track and Trace information	
g)	Racial or ethnic origin	
h)	Political opinions	
i)	Religious, philosophical or other beliefs	
j)	Trade union membership	
k)	Sex life or sexual orientation	
l)	Genetic data	
m)	Biometric data for the purpose of uniquely identifying a natural person	
n)	Criminal proceedings, outcomes and sentences and related security measures	
o)	Other personal information relevant to the provision of legal services, including information relevant to the specific instructions given in a case	

INFORMATION COLLECTED FROM OTHER SOURCES

The same categories of information may also be obtained from third parties, such as other legal professionals or experts, parties involved in legal proceedings, members of the public, your family and friends, witnesses, Courts and other Tribunals, investigators, Government departments, regulators, public records, and registers.

THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

I rely on the following as the law bases on which I collect and use your personal information:

- If you have consented to the processing of your personal information, then I may process your information for the purposes set out above to the extent to which you



have consented to us doing so.

- If you are a client, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.
- In relation to information which is in categories g) and o) above (these being categories which are considered to include particularly sensitive information (known as “special category data”), and which include information about criminal convictions or proceedings. I may need to rely on your consent for any processing for the purposes set out in the table above (unless an exception applies, such as the exception described below in relation to legal advice and legal proceedings).
- However, if consent is required and you do not consent to processing for the purposes of responding to potential complaints or claims, I may be unable to take your case. This is because I need to be able to retain all the material about your case until there is no prospect of a complaint or claim.
- In relation to information in categories g) to o) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), I am entitled by law to process the information where the processing is necessary for legal proceedings, legal advice or otherwise for establishing, exercising, or defending legal rights.
- In relation to information which is not in categories g) to o) above, I rely on my legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the purposes set out above and in particular in accordance with my legitimate interest in providing legal services to clients.
- In certain circumstances processing may be necessary for me to comply with a legal obligation to which I am subject (including carrying out anti-money laundering or terrorist financing checks).
- The processing is necessary to publish judgments or other decisions of Courts or Tribunals.
- We do not use automated decision-making in the processing of your personal data.

WHO WILL I SHARE YOUR INFORMATION WITH?

It may be necessary to share your information with the following:

- Chambers (as a data processor or independent data controller)
- Data processors, such as Chambers staff, IT support, email providers, data storage providers
- Other legal professionals including (but not limited to) other Members and trainee Barristers
- Experts and other witnesses
- Prosecution authorities
- Courts and Tribunals
- Lay clients



- Your family and associates
- In the event of complaints, the Head of Chambers, other Members who deal with complaints, the Bar Standards Boards, and the Legal Ombudsman
- Any other party where we ask you and you consent to the sharing;
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations
- Recruitment agencies
- The general public in relation to the publication of legal judgments and decisions of courts and tribunals
- Any Public Health Authority in relation to any Covid-19 Track and Trace information

I may be required to provide your information to regulators, such as the Bar Standards Board, the Financial Conduct Authority 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 purposes of any other civil or criminal proceedings, without our 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.

If I so supply your personal information to a third party, I will take steps to ensure that your privacy rights are protected and that third party complies with the terms of this notice.

TRANSFER OF YOUR INFORMATION OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

I will not transfer your personal data in a systematic way outside of the UK or EEA ("European Area") but there may be circumstances in which certain personal information is transferred outside of the European Area, in particular:

- If you use my services while you are outside the European Area, your information may be transferred outside of the European Area in order to provide you with my services.
- I may communicate with individuals or organisations outside of the European Area in providing my services, those communications may include personal information (such as contact information), for example you may be outside of the European Area when I communicate with you.
- From time to time your information may be stored in devices which are used by Chambers' staff outside of the European Area.

If I transfer your information outside of the European Area, and the third country or international organisation in question has not been deemed by the relevant UK Secretary of State to have adequate data protection laws, I will provide appropriate safeguards and I will be responsible for ensuring your privacy rights continue to be protected as outlined in this notice.

HOW LONG DO I KEEP YOUR PERSONAL DATA?

The table below sets out the default retention periods for storing your personal information:



Document type	Default retention period
Records relating to a contract or agreement (with a client, instructing professional/referrer or supplier)	One year from the end of any relevant limitation period (which will usually be six years, but may be 12 years or longer (where the case includes information relating to a minor)) from the later of: (i) the date of the last item of work carried out, (ii) the date of the last payment received or (iii) the date on which all outstanding payments are written off. Such data may be retained for a further period if it is needed for legal proceedings, regulatory matters, or active complaints.
Marketing or business development records	Three years following last contact with you (provided that you have not requested sooner to unsubscribe from our marketing emails).

Please note that these are default retention periods and there may be circumstances in which the records are kept for a shorter or longer period.

SECURITY

I will take all reasonable steps to ensure that appropriate technical and organisational measures are carried out in order to safeguard the information I collect from you and protect against unlawful access and accidental loss or damage.

YOUR RIGHTS

With respect to your personal data, you have the right to:

- Ask for a copy of any personal data that I have about you
- Ask for correction of mistakes in your data or to supplement information that I have about you
- Ask for your personal information to be transferred or exported to another organisation, or deleted from my records
- Receive a copy of the personal information you have provided or have this information sent to a third party
- Object at any time to processing of your personal information for direct marketing;
- Object to the continued processing of your personal information
- Request that your personal data will not be processed

All requests or notifications in respect of your above rights may be sent to me in writing (including email) on the contact details that I have provided to you (otherwise my contact details can be found on Chamber's website. I may need to ask you to provide other information such as proof of your identity and address, so that I can verify your identity. I will endeavour to comply with such requests/notifications as soon as possible but in any event I will comply within one month of receipt (unless a longer period of time to respond is reasonable by virtue of the complexity or number of your requests).



You may also raise a complaint directly with the Information Commissioners Office on 0303 123 1113 or via email [<https://ico.org.uk/global/contact-us/email/>]or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

MARKETING

You may opt out of receiving marketing emails and other messages from Chambers by following the instructions in those messages or emailing Chambers directly: Chambersadmin@18rlc.co.uk

CHANGES TO THIS PRIVACY NOTICE

I do not intend to process your personal information except for the reasons stated within this privacy notice. In the event of changes, this privacy notice will be updated. Where there are significant changes to this privacy notice, I will notify you of these through email or an alternative appropriate means. The updated version of this privacy notice will also be published on the Chambers' website.