# PRIVACY NOTICE

## Grace Capel

(Doughty Street Chambers) -

General Data Protection Regulation ("GDPR")

I am concerned about protecting and respecting your privacy.

The purpose of this Notice is to:

- Reassure you that I fully respect your privacy and the information relating to you, otherwise known as your Personal Data, which is provided to me
- Describe the personal data that I collect about you, how it is used and shared, and your rights in relation to it

Doughty Street Chambers also has its own Privacy Notice that can be found on the Chambers' website at www.doughtystreet.co.uk

### Who am I?

I am a self-employed barrister in private practice based at Doughty Street Chambers ("DSC") which is based at 54 Doughty Street, London, WC1N 2LS and I can be contacted by email on g.capel@doughtystreet.co.uk or by telephone on +44 020 7404 1313.

I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the Personal Data that I hold and process and my registration number is ZA118235

### What I do with your information

Information collected

I collect, use and am responsible for any personal information about you. When I do this I am the 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018. If you need to contact me about your information or the processing carried out you can use the contact details at the end of this document.

If I have been instructed by you or on your behalf on a case or if you have asked for a reference, your personal information has to be provided, to enable me to provide you with advice or representation or the reference, and to enable me to comply with my professional obligations, and to keep accounting records.

The data provided to me may include special categories of personal data as defined in the GDPR.

I may also obtain your personal data:

- Otherwise in the normal course of business – you may have provided me with your personal business details in relation to instructing me on a specific legal matter or for the purposes of communicating regarding legal advice matters or marketing/business development opportunities.

- From events – if you register for one of DSC's events, they may share your name, professional title and your company details with me.

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

Please bear in mind that if you choose not to provide personal data requested by me, or if you object to my processing your personal data, I may not be able to provide you with the information and/or services you have requested or otherwise fulfil the purpose(s) for which I have asked for the personal data.

**How I use your personal information**

I may use your personal information for the following purposes:

i. to provide legal services to you and my clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
ii. to keep accounting records and carry out office administration;
iii. to take or defend legal or regulatory proceedings or to exercise a lien;
iv. to respond to potential complaints or make complaints;
v. to check for potential conflicts of interest in relation to future potential cases;
vi. to promote and market my services;
vii. to carry out anti-money laundering and terrorist financing checks;
viii. to train other barristers and when providing work-shadowing opportunities;
ix. to respond to requests for references;
x. when procuring goods and services;
xi. to publish legal judgments and decisions of courts and tribunals;
xii. as required or permitted by law.

**The legal basis for processing your personal information**

I rely on the following as the lawful bases to 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 me doing so;
- Performance of a contract with the data subject or to take steps to enter into a contract;
- Compliance with a legal obligation.

In addition, I may collect and use your personal information for the purposes of the following legitimate interests of myself or a third party (except where such interests are overridden by the interests, rights or freedoms of the data subject):

- To administer the legal services provided by myself to my clients;
- For research purposes and precedents;
- To make, investigate, respond to or address complaints or concerns, including any legal or regulatory action;
- To ensure network and information security, including preventing unauthorised access to personal data;
- To assess and improve my services;
- For marketing purposes;
- To report possible criminal acts or threats to public security.

**With whom will I share your personal information?**

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

- information processors, such as IT support staff, email providers, information storage providers;
- in the event of complaints, the Head of DSC and members of DSC who deal with complaints, the Bar Standards Board and the Legal Ombudsman;
- other regulatory authorities;
- current, past or prospective employers or employees;
- in the case of recruitment of barristers to or from other chambers, your current, past and prospective chambers;
- education and examining bodies;
- legal professionals;
- experts and other witnesses;
- prosecution authorities;
- courts and tribunals;
- DSC's staff;
- trainee barristers;
- lay and professional clients of Members of DSC;
- family and associates of the person whose personal information DSC is processing;
- business associates, professional advisers and trade bodies, e.g., the Bar Council;
- 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.

Where such sharing takes place, I will take all reasonable steps to ensure that your personal data is processed in compliance with the GDPR. A list of third-party and sub-processors may be requested from myself at any time.

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 purpose of any other civil or criminal proceedings, without my consent or your consent, 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.

**Transfer of your information outside the UK (UK)**

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the UK in any particular case or for a reference. However, if you reside outside the UK or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the UK then it may be necessary to transfer some of your information to that country outside of the UK for that purpose. If you are in a country outside the UK or if the instructions you provide come from outside the UK then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information please indicate this when providing initial instructions.

**Storage**

I store personal data, including email, phone numbers and company names provided to myself on a secure data management system. The personal data is processed at DSC's operating office and in any other places where the parties involved with the processing are located.

Your personal data is stored on secure servers located in the UK.

I will take reasonable technical and organisational precautions to prevent unauthorised access, disclosure, modification, or unauthorised destruction of your personal data.

How long will I store your personal information?

I will not keep personal data longer than required. Personal data will be kept for a maximum initial period of 1 year after the expiry of any relevant limitation period. At the end of the retention period, a review will take place about whether personal data is still required for the purposes for which it was obtained. You can request that I suspend processing of your personal data or remove your personal data at any time. You can request rectification or erasure of your details and preferences and any consent given can be withdrawn at any time.

Further,

- Equality and diversity data may be retained for up to a period of 10 years in pseudonymised form for the purpose of research and statistics and complying with regulatory obligations in relation to the reporting of equality and diversity data.

- Names and contact details held for marketing purposes will be stored indefinitely or until I become aware or am informed that the individual has ceased to be a potential client or has withdrawn consent.

- Personal information held for recruitment purposes or in relation to pupillage or mini-pupillage will be stored for 2 years so as to be available for any claims under the Equality Act 2010.

**Consent**

As explained above, I may rely on your explicit consent to process your information including special category personal information.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity carried out prior to you withdrawing your consent. However, where I also rely on other basis for processing your information, you may not be able to prevent processing of your information.
If there is an issue with the processing of your information, please contact me using the contact details below.

**Your Rights**

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your information or to complete missing information I hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to me or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine-readable format, e.g. a Word file;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict the processing of your personal information in certain circumstances.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on Individual's Rights under the GDPR.

If you want to exercise any of these rights, please:

- Use the contact details at the end of this document;
- Provide other information that I may need to ask you for so that you can be identified;

- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- State the right or rights that you wish to exercise.

I will respond to you within one month from when I receive your request.

**Marketing Emails**

Please note if you wish to unsubscribe from any marketing emails that you have signed up for, you can do so by contacting me at the address below. It may take 14 days for this to become effective.

**How to make a complaint**

You have a right to raise a formal complaint if you are not satisfied with any aspect of how I have processed your personal data. Upon receipt, chambers will carefully investigate your complaint and seek to resolve it in a manner which respects your data protection rights.

Please contact Chambers Data Protection Lead, Julie Ahadi, providing full details of your complaint, and confirming whether you also wish for the complaint to be dealt with as a service complaint. I will aim to acknowledge your complaint within 3 days and respond fully in writing within 28 days of receipt.

The GDPR also gives you the right to lodge a complaint with the Information Commissioner's Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of information protection laws occurred. The Information Commissioner's Office can be contacted at http://ico.org.uk/concerns/.

**Future Processing**

I do not intend to process your personal information except for the reasons stated within this Privacy Notice. If this changes, this Privacy Notice will be amended and placed on DSC's website.

**Changes to this Privacy Notice**

This Privacy Notice was originally published on 25th May 2018 and last updated on 16th of July 2026.

I continually review my privacy practices and may change this policy from time to time. When I do, an amended Privacy Notice will be placed on the DSC's website.

**Contact Details**

If you have any questions about this privacy notice or the information I hold about you, please contact me using the contact details below.
The best way to contact me is to write to Doughty Street Chambers, 54 Doughty Street,

London WC1N 2LS, by email at g.capel@doughtystreet.co.uk or by phone on 0207 404 1313.