

## Doughty Street Chambers - Privacy Notice

### General Information Protection Regulation (“GDPR”)

Doughty Street Chambers (“DSC”) is concerned about protecting and respecting your privacy.

The purpose of this Notice is to:

Reassure you that DSC fully respects your privacy and the information relating to you, otherwise known as your Personal Data, which is provided to us

Describe the personal data that DSC collect about you, how it is used and shared, and your rights in relation to it

This Notice does not apply to personal data processed or used by individual barristers practising here. Each barrister at DSC has their own Privacy Notice which applies to his or her handling of your personal data. Your barrister’s Privacy Notice is available on request.

#### **Who we are?**

DSC is a set of barristers’ chambers. All barristers practising from this set of chambers are self-employed individuals.

Members and employees of DSC are based at 54 Doughty Street, London, WC1N 2LS (and adjacent offices) and can be contacted via the DSC website at [doughtystreet.co.uk](http://doughtystreet.co.uk) or by telephone +44 020 7404 1313.

A number of individuals who are classed as “door tenants” of DSC also use our clerking and administrative services. Door tenants are not members of DSC but the courtesy of displaying his/her name at the entrance to DSC has been extended to them.

DSC is registered with the Information Commissioner’s Office (ICO) as a Data Controller for the Personal Data that it holds and processes and its registration number is Z6873822.

#### **What does DSC do with your information?**

##### **Information collected**

DSC collects, uses and is responsible for personal information about you. When DSC does this it is the ‘controller’ of this information for the purposes of the GDPR and the Data Protection Act 2018.

If you need to contact DSC about your information or the processing carried out you can use the contact details at the end of this document.

We may collect your personal data in one of the following ways:

The management and administration of each barrister's work – we may obtain your personal data, including special categories of personal data as defined in the General Data Protection Regulation for the purpose of instructing or potentially instructing one of the barristers to provide legal advice and/or representation or other legal services in relation to a particular client or case.

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

Events – if you register for one of our events, we may share your name, professional title and your company details with other people who are attending the same event.

Other marketing – we may have obtained limited personal data at an event or through an introduction by a third party or through mutual networking activity in person or via social media, email or other digital communications.

In addition, if you visit our website some limited personal data may also be collected as detailed at the end of this notice.

Where personal contact details have been provided to us by you or on your behalf, DSC may use it to keep you informed about relevant legal updates, future events and our services by email, telephone or postal mail. You may be contacted by email, telephone or by post for marketing purposes relating to our services and/or to research opinion on proposed legal or business developments where legally permitted to do so, unless you let us know that you do not want to receive this type of marketing. You have the right to object to this processing if you wish and if you wish to do so, please see section entitled Marketing Opt-Out below.

DSC may also use your personal data on an aggregated but anonymised basis to analyse how to improve the service that staff and members provide to clients.

DSC does 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 us, or if you object to our processing your personal data, we may not be able to provide you with the information and/or services you have requested or otherwise fulfil the purpose(s) for which we have asked for the personal data.

### **How DSC uses your personal information**

DSC may use your personal information for the following purposes:

- i. to promote and market the services of the Barristers;

- ii. to train barristers;
- iii. to recruit staff and pupils;
- iv. to assess applications for tenancy, pupillage, mini-pupillage and work-shadowing opportunities;
- v. to fulfil equality and diversity and other regulatory requirements;
- vi. to procure goods and services;
- vii. to manage matters relating to employment, including payroll and pensions;
- viii. to respond to requests for references;
- ix. to publish legal judgments and decisions of courts and tribunals;
- x. to respond to potential complaints or make complaints;
- xi. to carry out anti-money laundering and terrorist financing checks;
- xii. as otherwise required or permitted by law.

### Marketing and promotion

In relation to personal information collected for marketing purposes, the personal information consists of:

- names, contact details, and name of organisation;
- the nature of your interest in DSC's marketing ;
- your attendance at DSC events.

This will be processed so that you can be provided with information about DSC [and the Barristers/Mediators/Arbitrators] and to invite you to events.

You may contact DSC using the contact details at the end of this document if you no longer wish to receive such invitations or information.

### Whether information has to be provided by you, and why

If you apply to DSC for a position or are seeking a reference or are a member of staff your personal information has to be provided to DSC, so that your application/reference can be properly assessed/your employment records, pay and pensions can be administered and to enable DSC to comply with its regulatory obligations, and to keep accounting records.

If you are offering or providing DSC with goods or services your information may be processed in relation to such offers or contracts.

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

DSC relies 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 DSC may process your information for the purposes set out above to the extent to which you have consented to us 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 we may collect and use your personal information for the purposes of the following legitimate interests of ourselves 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 barristers at DSC to their clients;  
For research purposes;  
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 our services;  
For marketing purposes;  
To report possible criminal acts or threats to public security.

### **Who will Chambers share your personal information with?**

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 DSC 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, DSC 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 DSC at any time.

DSC 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 DSC's consent or your consent, which includes privileged information.

DSC 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 European Economic Area (EEA)**

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 EEA in any particular case or for a reference. However, if you reside outside the EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your information to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA 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.

Some countries and organisations outside the EEA have been assessed by the European Commission and their information protection laws and procedures found to show adequate protection. Most do not. If your information has to be transferred outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

### **Storage**

DSC stores personal data, including email, phone and company name provided to it, 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 in the European Economic Area (EEA).

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

### **How long will DSC store your personal information?**

DSC 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 DSC 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 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 DSC becomes aware or is informed that the individual has ceased to be a potential client.

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, DSC 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 DSC also relies on other bases 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 DSC 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 DSC holds on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to DSC 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 DSC may need to ask you for so that you can be identified;
- 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.

DSC will respond to you within one month from when it receives your request.

### **Marketing Emails**

Please note that if you wish to unsubscribe from any marketing emails that you have signed up for, you can do so by contacting DSC's Chief Executive whose contact details are set out below. It may take 14 days for this to become effective.

### **How to make a complaint?**

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**

DSC does 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 the amended notice placed on DSC's website.

### **Changes to this Privacy Notice**

This Privacy Notice was published on 25<sup>th</sup> May 2018 and last updated on the 25<sup>th</sup> May 2018.

DSC continually reviews its privacy practices and may change this policy from time to time. When it does, an amended Privacy Notice will be placed on DSC's website.

### **Contact Details**

If you have any questions about this Privacy Notice or the information DSC holds about you, please contact DSC using the contact details below.

The best way to contact DSC is to write to Mr Mark Dembovsky, Chief Executive, Doughty Street Chambers, 54 Doughty Street, London WC1N 2LS or by email at [m.dembovsky@doughtystreet.co.uk](mailto:m.dembovsky@doughtystreet.co.uk).

### **Cookies and usage analytics**

DSC's website uses cookies to better the user's experience while visiting the website. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Where applicable this website uses a cookie control system allowing you, on your first visit to the website, to allow or disallow the use of cookies on your computer/device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer/device.

Traffic log cookies are used to identify which pages are being used. This helps those responsible for the upkeep and maintenance of the website to analyse personal data about webpage traffic and improve the website in order to tailor it to user needs. This information is only used for statistical analysis purposes and is then removed from the system.

You may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this you may not be able to use the full functionality of this website. By using the website, you consent to the processing of personal data about you in the manner and for the purposes set out above.

We use Hotjar in order to better understand our users' needs and to optimize this service and experience. Hotjar is a technology service that helps us better understand our users experience (e.g. how much time they spend on which pages, which links they choose to click, what users do and don't like, etc.) and this enables us to build and maintain our service with user feedback. Hotjar uses cookies and other technologies to collect data on our users' behavior and their devices (in particular device's IP address (captured and stored only in anonymized form), device screen size, device type (unique device identifiers), browser information, geographic location (country only), preferred language used to display our website). Hotjar stores this information in a pseudonymized user profile. Neither Hotjar nor we will ever use this information to identify individual users or to match it with further data on an individual user. For further details, please see Hotjar's privacy policy by clicking on this link (<https://www.hotjar.com/legal/policies/privacy>).

You can opt-out to the creation of a user profile, Hotjar's storing of data about your usage of our site and Hotjar's use of tracking cookies on other websites by following this opt-out link (<https://www.hotjar.com/legal/compliance/opt-out>).