

Privacy Notice for Ximena Montes Manzano

Thank you for choosing to instruct me in your case. I will need to collect and hold your personal information in order to represent you. I will make best endeavours to protect your personal information. I am determined to do nothing that would 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 Temple Tax Chambers, 4 King's Bench Walk, London EC4Y 7DL and my registration number is **Z2555689**.

Data Collection

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 Instructing Professional 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 Instructing Professional, 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

Our Lawful Basis for processing your information

The UK General Data Protection Regulation (the UK GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases identified in the UK 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.
- 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:

- Provision of legal services and advice.
- For purposes of practice management, accounting and debt recovery.
- For completion of professional regulatory requirements.
- Processing for direct marketing purposes, or to prevent fraud.
- Reporting threats to public security.
- Such other purposes as set out below..

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 service, or as otherwise allowed by applicable law;
- Communicate legal updates and judgments to other 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.

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

I collect and process both personal data and special categories of personal data as defined in the UK GDPR. This includes:

Client personal data that I process

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Location details;
- Device IP address;
- Financial information.

I may share your personal data with:

- Instructing solicitors or licenced instructing professionals;
- Pupil or mini pupil, under my training;
- Opposing Counsel, for the purposes of resolving the case;
- Expert witnesses and other witnesses;
- Head of Chambers or complaints committee within my chambers, in the event of a complaint;
- My Chambers management and staff who provide administrative services;
- 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 our legal obligations;
- Any other party where I ask you and you consent to the sharing;
- Microsoft Teams for the purpose of video conferencing and shared data processing;

- Legal Directories like *'The Legal 500'* and *'Chambers and Partners'* for the purposes of marketing and professional development;
- My Chambers' website as a reference to cases in which I have acted;
- Delegates of webinars, seminars, lectures and other continued professional development events;
- Social media platforms as part of a case note update.

Transfers to third countries and international organisations

I do not transfer any personal data to third countries or international organisations.

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.

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 you/risk assess the continued retention of the documents.

Your Rights

The UK 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 us to correct any inaccuracies with the personal data I hold, you can ask us 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 and this is the organisation that you can complain to if you are unhappy with how I dealt with you in respect of your personal data.

Complaints

Individuals who believe that I have not complied with my obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, or related data protection legislation may make a complaint.

A data protection complaint may relate to any aspect of Chambers' processing of personal data, including the accuracy, use, disclosure, retention, security or handling of personal information, or the exercise of an individual's data protection rights.

Data protection complaints may be made through any of the channels set out in this Complaints Policy (<https://www.templetax.com/instructing-us/chambers-complaints-procedure>) and should be referred promptly to the Data Protection Lead.

Chambers will acknowledge data protection complaints within 30 days, investigate promptly and keep the complainant informed throughout the process. Following the investigation, Chambers will provide a written response setting out the outcome and any remedial action to be taken.

Where a complaint is upheld, Chambers may take appropriate corrective action, including correcting or deleting personal data, restricting processing, improving procedures, providing additional training, or taking other steps necessary to address the issue.

A record of all data protection complaints will be maintained and handled confidentially. Information relating to a complaint will only be used for the purpose of investigating and resolving the matter.

If a complainant remains dissatisfied, they may complain to the Information Commission's Office (ICO). Further information is available at www.ico.org.uk.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me through my Clerk at clerks@templetax.com or by post to Temple Tax Chambers, 4 King's Bench Walk, London EC4Y 7DL.

Marketing Opt-Outs

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

Cookies

Cookies are small text files that are stored on your browser or device by websites, apps, online

media and advertisements. The Chambers' website use cookies to:

- Remember user preferences and settings;
- Determine frequency of accessing our content;
- Measure the effectiveness of advertising campaigns; and
- Analyse site visits and trends.

Other information

I may occasionally work whilst out of the country and if I do, I will take all reasonable precautions to secure my internet connectivity such as using Virtual Private Network Technology ("VPN").

I will occasionally update my Privacy Notice. Any changes to my Notice will be published the on my website profile.