Privacy Notice for Siobhan Duncan

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 take all possible steps 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 ZB543952.

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.

Our Lawful Basis for processing your information

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

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a contract
- Compliance with a legal obligation
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

- 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:

- Where the data subject is a client or in the service of the controller;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes, or to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

Our Lawful Basis is Compliance with a legal obligation and our Legitimate Interest is Where the data subject is a client or in the service of the controller.

I use your information to:

- 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;

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 GDPR. This includes:

Client data

- 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;
- Pupil or other individual under my training;
- Opposing Counsel, for the purposes of resolving the case;
- 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;
- Third party conferencing providers such as Zoom, Microsoft Teams or Skype for Business. Use of some of these platforms may result in the transfer of data outside the EEA, to the USA where the privacy shield safeguard is relied upon;
- Any other party where I ask you and you consent to the sharing.

Transfers to third countries and international organisations

I am satisfied that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation.

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.

Your Rights

The 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.

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 Commissioner'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 pr by post to Temple Tax Chambers, 4 King's Bench Walk, London EC4Y 7DL.

Marketing Opt-Outs

You may opt out of receiving emails 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 occasional work whilst out of the country and if I do, I will only use a secure internet connection and not a public wifi connection.

I will occasionally update my Privacy Notice which will be published the updated Notice on my website profile.