

Anne Redston: Privacy Notice

In order to represent a client for whom I am instructed to act (my lay client), I will need to collect and hold personal information of that client, and also personal information (such as email addresses) of my instructing professional.

In this Privacy Notice, the terms “you” and “your” refer to both my lay client and my professional client. It describes the information I collect, 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, 3 Temple Gardens, Temple, London EC4Y 9AU and my registration number is Z2888715.

The basis for holding and processing your data

The General Data Protection Regulation (“the GDPR”) requires all organisations that process personal data to have a Lawful Basis for doing so. Of those Bases, one or more of the following apply to your data:

- you have consented to the processing; or
- the processing is necessary:
 - in relation to a contract into which you have entered; or
 - because you have asked for something to be done so you can enter into a contract; and/or
- I have a legitimate business interest in doing processing your data, and that processing does not prejudice your rights and freedoms

Your data

I collect and process both personal data and sensitive personal data as defined in the GDPR. Depending on the issue(s) on which I am instructed, this may include:

- Your name, email and/or phone number

- Your home and/or work address(es) and/or details of your location
- Your payment or bank details, and/or financial, tax and/or pension information
- Your date of birth
- Your device IP address
- Your employment history and/or your trades union membership
- Your medical history if relevant to the issue on which advice is required, such as an explanation for an action you took or failed to take

What I use your information for

The primary use is to provide legal advice and representation for my lay clients. I may also, on occasion, use information:

- to assist in training pupils and mini-pupils
- to communicate with you about news, updates and events
- to address any legal proceedings relating to your use of my services, or as otherwise allowed by applicable law

I may share your personal data with:

- My Instructing solicitor(s) or accountant(s)
- My pupil or mini pupil
- Opposing Counsel, for the purposes of resolving the case
- My Chambers management and staff who provide administrative services
- My regulator and/or legal advisers in the event of a dispute or other legal matter
- Law enforcement officials, government authorities, or other third parties to meet my legal obligations
- Any other party where I ask you and you consent to the sharing.

Data retention

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.

However, if you ask me to delete or anonymise your data when I have not completed the work I have been instructed to do, I may be unable to carry out the services which I have agreed to provide.

Your Rights

The GDPR 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 me to stop sending you direct mail, or emails, and in some circumstances you can ask me to stop processing your details. If I were to 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](http://ico.org.uk/for-the-public/personal-information); this is also the organisation that you can complain to if you are unhappy with how I dealt with you.

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, 3 Temple Gardens, Temple, London EC4Y 9AU.

Transfers to third countries and international organisations

I do not transfer any personal data to third countries (ie outside the EU) or to international organisations.

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.