

## **PRIVACY POLICY OF:**

**MARK ALLISON**

**ONE PUMP COURT CHAMBERS, ELM COURT, TEMPLE, LONDON EC4Y 7AH**

**ICO REGISTRATION NUMBER: ZA245436**

**31 December 2021**

**Policy became operational on: 1 January 2022**

**Next review date: 1 January 2023**

### **Privacy Policy**

In order to provide legal advice and representation, I need to collect and hold personal information. This may be your personal data or information relating to other parties involved in the matter. I will take all possible steps to protect personal information. I will ensure that I do not do anything that may 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, Mark Allison, am a member of One Pump Court Chambers. 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 One Pump Court Chambers, Elm Court, Temple, London EC4Y 7AH and my ICO registration number is ZA245436. If you need to contact me about your data or this privacy notice, you can reach me at [mal@onepumpcourt.co.uk](mailto:mal@onepumpcourt.co.uk).

### **Data collection**

All of the information that I hold about you is provided to or gathered by me in the course of your case. Your solicitor or I can 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 solicitor, I also obtain information from other sources, which may include:

- 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 and officials
- Clients
- References.

### **What data do I process about you?**

Depending on the type of work, I collect and process both personal data and special categories of personal data as defined in the UK GDPR. Personal data may include:

- Email addresses
- Phone numbers
- Addresses
- Payment or bank details
- Date of birth
- Next of kin details
- Photographs
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.

Where relevant, I may also need to process special category personal data that reveals your:

- Racial or ethnic origin
- Political opinions
- Religious and philosophical beliefs
- Sexual orientation
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health.

On occasion, I may also process personal data relating to criminal convictions and offences.

### **My lawful basis for processing your information**

In order that I can provide legal services and representation for you, I must process your personal data. The UK General Data Protection Regulation (the UK GDPR) requires that where I process personal data, I must have a lawful basis for doing so. The lawful basis

identified in the UK GDPR that I seek to rely upon is **the legitimate interests of my business, except where such interests are overridden by the interests, rights or freedoms of the data subject**. In this context, the 'legitimate interests' are the provision of legal services and advice.

### **Special category processing**

The UK GDPR specifies that where I process special category data, I must rely upon certain exemptions in order to do so lawfully. In my practice, I rely on the exemption that 'it is necessary for the exercise or defence of legal claims or judicial acts'.

### **Criminal data processing**

On occasion, I process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings; and
- The purposes of establishing, exercising or defending legal rights.

### **Purposes**

**I may use your personal information for the following purposes:**

- Providing legal advice and representation;
- Assisting in training pupils and mini pupils;
- Investigating and addressing your concerns;
- Assisting in applications for the purpose of professional development or career progression;
- Managing the administration of my practice;
- Where necessary, recovering debt;
- Communicating with professional regulators.

**In the course of processing your information to provide legal services to you, I may share your personal data with:**

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil, under my training;
- Opposing counsel, for the purposes of resolving the case;
- Court officials, including the judiciary;
- My chambers' management and staff who provide administrative services for my practice;
- Expert witnesses and other witnesses;
- My regulator or legal advisers in the event of a dispute, complaint or other legal matter;
- Complaints committee within my chambers, in the event of a complaint;

- Law enforcement officials, government authorities, or other third parties, to meet any legal obligations;
- Legal directories, for the purpose of professional development;
- Regulators or arbitrators, where complaints or disputes arise;
- Any other party where I ask you for consent and you consent to the information being shared.

### **Transfers to third countries and international organisations**

I do not generally transfer any personal data to third countries or international organisations. Should this ever be necessary, I will ensure that any transferred data is fully protected and safeguarded as required by the UK General Data Protection Regulation.

### **Retention of personal data**

**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 a claim or dispute;
- I am legally required to retain your information; or
- There are overriding legitimate business interests to do so.

*I will typically retain case papers for a period of 15 years following the conclusion of a case/matter or receipt of final payment, whichever is the latest. This reflects the period required by the Bar Mutual Indemnity Fund relating to potential limitation periods.*

Where various pleadings and documents have been drafted, they may be retained longer for learning purposes and legal research. In this case, I will anonymise/redact personal information which may identify an individual or risk assess the continued retention of the documents.

### **Your rights**

The UK GDPR gives you specific rights in terms of your personal data. For example, you have the right of access to the information I hold and what I use it for. You can also ask for a copy of the personal information I hold about you.

You can ask me to correct any inaccuracies with the personal data I hold, and you can ask me to stop sending you direct mail or emails or, in some circumstances, ask me to stop processing your details.

Finally, if I do something irregular or improper with your personal data, you can complain to the ICO if you are unhappy with how I have processed your information or dealt with your query. You may also 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)

### **Accessing and correcting your information**

You may request access to, correction of, or a copy of your information by contacting me at [mal@onepumpcourt.co.uk](mailto:mal@onepumpcourt.co.uk).

**I will occasionally update my privacy notice.** Any updated policy will be published on my chambers' website profile.