

*Timothy StJohn Ogilvie Carlisle*

## Privacy Notice - General Data Protection Regulation (GDPR)

The underlying, prominent, historical factor that layclients should bear in mind is that if you or your solicitors instruct me I act only for you, in your interests, against the state if needs be, and that everything that you tell me I shall treat, as barristers always have, as confidential and of use only to the case or cases or advices that connect me to your instructions. I shall not tell anyone anything you tell me nor disseminate any information you give me otherwise than to further your interests as you direct, save as the law may require; as this notice informs you below.

If you or your solicitors have chosen to instruct me in your case, then I will need to collect and hold your personal information in order to represent and advise you and give you my opinion on the legal issues concerning your case, amongst other things. There might be other reasons why I need to hold your personal information, for example, in order to provide a reference (see below).

This is my Privacy Notice pursuant to the GDPR and it sets out to explain what information I collect about you, how it is used and shared and your rights regarding it. Read this Privacy Notice carefully. It contains information about information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you with whom I share this information, the security mechanisms I have put in place to protect your data and how to contact me in the event you need further information.

### Who Am I?

I am TIMOTHY StJOHN OGILVIE CARLISLE, a self-employed independent barrister, who collects, uses and is responsible for personal information about you. When I do this, I am the controller of this information for the purposes of the GDPR and the Data Protection Act 2018. I am therefore:

- registered with the Information Commissioners Office as a Data Controller for the purpose of providing legal services;

- my Registration number is **Z4742059**;
- my Registered address is *Field Court Chambers, 5 Field Court, Grays inn, London WC1R 5EF* If you need to contact me about your data or the processing carried out you can use the contact details at the end of this document. I will try to answer any questions you ask about why I need the information and how I will use it.

### What do I do with your information?

#### Information collected

The majority of the information that I hold about you is provided to or gathered by me (or your solicitor, if you have one) during the course of your case and/or proceedings. When carrying out the provision of legal services or providing a reference I may collect some or all of the following personal information that may include, but might also be information not categorized below:

- a. personal details
- b. family details
- c. lifestyle and social circumstances
- d. goods and services
- e. financial details
- f. education, training and employment details
- g. physical or mental health details
- h. racial or ethnic origin
- i. political opinions
- j. religious, philosophical or other beliefs

- k. trade union membership
- l. sexual habits or sexual orientation
- m. genetic records and data
- n. biometric data that might be used for the purposes of identifying a natural person
- o. criminal proceedings, outcomes and sentences, and related security provisions
- p. other personal records and data relevant to instructions that result in legal services, including data specific only to the instructions in question.

#### Information collected from other sources.

I may also obtain the same or other categories of information from third parties, such as other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers, websites, social networks, internet searches, and all and any other lawful publically available source.

#### How I use your personal information: Purposes

I may use your personal information for the following purposes:

- i. to provide legal services to you, or better to inform my clients – your solicitor if you have one, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
- ii. to keep accounting records and carry out office administration
- iii. to take or defend legal or regulatory proceedings or to exercise a lien
- iv. to respond to potential complaints or make complaints
- v. to check for potential conflicts of interest in relation to future potential cases

- vi. to promote and market my services
- vii. to carry out anti-money laundering and terrorist financing checks
- viii. to train other barristers and when providing work-shadowing opportunities
- ix. to respond to requests for references
- x. when procuring goods and services
- xi. to publish legal judgments and decisions of courts and tribunals
- xii. as required or permitted by law.

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

If I have been instructed by you or on your behalf by your solicitors on a case or if you have asked for a reference, your personal information has to be provided, to enable me to provide you with advice or representation or the reference, and to enable me to comply with my professional obligations, and to keep accounting records.

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

I rely on the following as the lawful bases on which I collect and use your personal information:

- If you have consented to the processing of your personal information, then I may process your information for the Purposes set out above to the extent to which you have consented to me doing so.
- If you are a client, or your solicitor is instructing me on your behalf, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.

- In relation to information which is in categories (g) to (o) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings) I rely on your consent for any processing for the purposes set out in purposes (ii), (iv), (vi), (viii) and (ix) above. I need your consent to carry out processing of this data for these purposes. However, if you do not consent to processing for purposes (iv) and (ix) (responding to potential complaints and providing a reference) I will be unable to take your case or to provide a reference. This is because I need to be able to retain all the material about your case until there is no prospect of a complaint and to provide an informed and complete reference.
- In relation to information in categories (g) to (o) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), I am entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights.
- In relation to information that is not in categories (g) to (o) above, I rely on my legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- In certain circumstances processing may be necessary in order that I can comply with a legal obligation to which I am subject (including carrying out anti-money laundering or terrorist financing checks), or the processing is necessary to publish judgments or other decisions of courts or tribunals.

### Who will I share your personal information with?

If you are a client, or your solicitor is my client, some of the information you have provided or will provide, will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a barrister I have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may be necessary to share your information with the following:

- data processors, such as my Chambers staff, IT support staff, email providers, data storage providers
- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- the staff in my Chambers
- trainee barristers
- lay clients
- family and associates of the person whose personal information I am processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals.

I may be required to provide your information to regulators, such as the Bar Standards Board, the Financial Conduct Authority or the Information Commissioners Office. In the case of the Information Commissioners 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 my consent or yours, which includes privileged information. I may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

### Sources of information

The personal information I obtain may include information which has been obtained from:

- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- trainee barristers
- lay clients
- family and associates of the person whose personal information I am processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers

- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals
- data processors, such as my Chambers staff, IT support staff, email providers, data storage providers
- public sources, such as the press, public registers and law reports.

### 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 data 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 data protection laws and procedures found to show adequate protection. The list can be found [here](#). 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.

I may transfer your personal information to the following which are located outside the European Economic Area (EEA):

- cloud data storage services based in the USA who have agreed to comply with the EU-



U.S. Privacy Shield, in order to enable me to store your data and/or backup copies of your data so that I may access your data when they need to. The USA does not have the same data protection laws as the EU but the EU-U.S. Privacy Shield has been recognised by the European Commission as providing adequate protection. To obtain further details of that protection see [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield_en).

- cloud data storage services based in Switzerland, in order to enable me to store your data and/or backup copies of your data so that I may access your data when I need to. Switzerland does not have the same data protection laws as the EU but has been recognised by the European Commission as providing adequate protection; see [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en).

If I decide to publish a judgment or other decision of a Court or Tribunal containing your information then this will be published to the world.

I will not otherwise transfer personal information outside the EEA except as necessary for providing legal services or for any legal proceedings.

If you would like any further information please use the contact details at the end of this document.

### How long will I store your personal data?

I will normally store all your information:

until at least 1 year after the expiry of any relevant limitation period (which will usually be 6 years, but may be 12 years, or longer where the case includes information relating to a minor), from the date of the last item of work carried out, the date of the last payment received or the date on which all outstanding payments are written off, whichever is the latest. This is because it may be needed for potential legal proceedings. At this point any further retention will be reviewed and the data will be marked for deletion or marked for retention for a further period. The latter retention period is likely to occur only where the information is needed for legal proceedings, regulatory matters or active complaints. Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data is marked for deletion.

I will store some of your information which I need to carry out conflict checks for the rest of my career. However, this is likely to be limited to your name and contact

details and the name and general nature of the case. This will not include any information within categories (g) to (o) above.

Information related to anti-money laundering checks will be retained until five years after the completion of the transaction or the end of the business relationship, whichever is the later.

## Consent

As explained above, I am relying on your consent to process your information in categories (g) to (o) above. You provided this consent when you agreed that I would provide legal services or you asked me to provide a reference. You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out prior to you withdrawing your consent. However, where I also rely on other bases for processing your information, you may not be able to prevent processing of your data. For example, if you have asked me to work for you and I have spent time on your case, you may owe me money. I will be entitled to claim for disbursements connected to the lawful processing activity mentioned above. If there is an issue with the processing of your information, please contact my clerks using the contact details below.

## Your Rights

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. There is obviously no 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 data or to complete missing information I hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to me 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 my processing of your personal information in certain circumstances;
- ·Request not to be the subject to automated decision-making which produces legal effects that concern you or affects you in a significant way.

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;
- I may need to ask you to provide other information so that you can be identified;
- Please 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 desire to exercise.

### Marketing Emails

Please note if you wish to unsubscribe from any marketing emails that you have signed up for, you can do so by following the instructions here <http://fieldcourt.co.uk/privacy-policy- data-protection-notice/>. It may take up to one working week for this to become effective.

### How to make a complaint?

The GDPR also gives you the right to lodge a complaint with the Information Commissioners 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 data protection laws occurred. The Information Commissioners Office can be contacted at <http://ico.org.uk/concerns/>.

### Future Processing

I do 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 placed on this website. If the law changes this notice may or may not be amended depending upon what is perceived as your best interests.

### Changes to this privacy notice

This privacy notice was published on 24 May 2018 and last updated on 24 May 2018. I continually review my privacy practices and may change this policy from time to time. When I do it will be placed on this website.

### Contact Details

If you have any questions about this Privacy Notice or the information I hold about you, please contact me or my clerks whose addresses are available on the chambers' website. The best way to contact me directly is to write to me at my Chambers' address (or contact the Senior Clerk, Ian Boardman), as follows:

*Timothy StJohn Ogilvie Carlisle,*

Field Court Chambers, 5 Field Court, Grays Inn, WC1R 5EF

[Timothy.Carlisle@fieldcourt.co.uk](mailto:Timothy.Carlisle@fieldcourt.co.uk)

Tel: +44 (0) 20 7405 6114