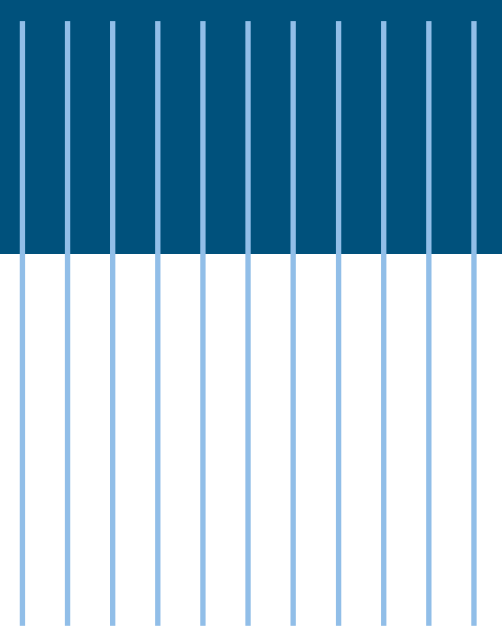


# Privacy Notice

V4.3 – 13.09.2024



We want you to know that when you use our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

#### **Data Controller**

We are registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is 32a Stoney Street, Nottingham, NG1 1LL, our registration number is ZA652750. Our Data Protection Lead is Tim Smith. Our Data Protection Lead can be contacted at: [tim@stmarysfamily.co.uk](mailto:tim@stmarysfamily.co.uk) or by telephone at: 0115 950 3503.

#### **Data Collection**

The vast majority of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

#### **Data Subjects**

- Employees
- Prospective employees
- Pupils
- Pupillage applicants
- Barrister members past and present
- Suppliers of goods and services
- Law firm contacts

### 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.

We will rely on the legitimate interest of St. Mary's when processing information for the purposes set out below to include the management, administration and operation of Chambers, for all business development and marketing purposes, to conduct all employment functions and obligations, to comply with all regulatory functions required by professional regulators.

We use your information to:

- Promote and market the services of the barristers
- Recruit staff and pupils
- Assess applications for tenancy, pupillage, mini-pupillage and work-shadowing opportunities
- Fulfil equality and diversity and other regulatory requirements as Employers
- Manage matters relating to employment, including payroll and pensions
- Respond to requests for references
- Respond to potential complaints or make complaints
- Keep accounting records and carry out office administration
- Provide services to member barristers
- Process payments on behalf of member barristers
- Carry out activities required for the performance of employment or other contracts
- Maintain security of premises

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

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

#### Barrister or Pupil Data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Location details;
- Device IP address;
- Next of kin contact details;
- VAT number;
- Complaints records;
- Medical records.

#### Employee Data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Family & next-of-kin details;
- National Insurance number;
- Employment records.

#### Supplier information

- Name;
- Address;
- Email;
- Phone number;
- Payment details.

We process special category data where such processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of **employment and social security and social protection law;**

We may share your personal data with:

- Deliver partners;
- Our 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;
- In connection with, or during negotiations of, any merger, sale of company assets, consolidation or restructuring, financing, refinancing, or acquisition of some or all of our business by another company;
- Member barristers who participate in relevant Chambers Committees;
- Any other party where we ask you and your consent to the sharing.

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

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

### **Retention of Data**

We retain your personal data while you remain a barrister, pupil or employee unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are 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 we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we 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 we 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](#) and this is the organisation that you can complain to if you are unhappy with how we deal with you.

### **Accessing and Correcting Your Information**

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

### **Marketing Opt-Outs**

You may opt out of receiving emails and other messages from our organisation 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. We use cookies to:

- Determine frequency of accessing our content;
- Analyse site visits and trends.

### **Changes to our Privacy Notice**

We will occasionally update our Privacy Notice. When we make significant changes, we will notify you of these through email. We will also publish the updated Notice on our website.